Once-Only Technical System Projectathon

Participant playbook

V2.00

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Document history

Version	Date	Change editors	Changes
0.1	30/11/2022	Anne-Gaëlle Bergé (Kereval) Fanny Serre (Kereval) Wei Jing Tey (Kereval)	First draft of the Once-Only Technical System Projectathon Playbook
0.2	25/11/2022	Maarten Daniels (EC, DIGIT, EXT)	Projectathon playbook (v0.1) shared with testing deployment sub-group for comments; EC received no comments
0.3	12/12/2022	Maarten Daniels (EC, DIGIT, EXT) Michael Ulrich (EC, DIGIT, EXT) Thomas Fillis (EC, DIGIT, EXT) Marie-Laure Watrinet (EC, DIGIT, EXT)	Revision and refinement of text and visual elements
1.0	07/02/2022	Maarten Daniels (EC, DIGIT, EXT) Michael Ulrich (EC, DIGIT, EXT) Thomas Fillis (EC, DIGIT, EXT) Marie-Laure Watrinet (EC, DIGIT, EXT)	Updated Projectathon Playbook, including Projectathon Registration Manual (Annex 1)
2.0	08/05/2023	Marie-Laure Watrinet (EC, DIGIT, EXT) Thomas Fillis (EC, DIGIT, EXT) Maarten Daniels (EC, DIGIT, EXT) Michael Ulrich (EC, DIGIT, EXT)	Update after April Projectathon for the June Projectathon

1 OOTS Projectathon Team presentation

The preparation of the Once-Only Technical System (OOTS) Projectathons requires the combined effort and input of a diverse and evolving set of contributors.

In addition to the existing OOTS team members involved in the sub-groups or other working tracks that will contribute to the Projectathons, we have contracted Projectathon experts who have been successfully preparing and executing Projectathons around the world (also known as *Connectathons*, *Integratathons*, *Plugathons*, etc.).

Even more importantly, Projectathons require Member State contributors, ranging from Member States National Coordinators and sub-group experts to national or sub-national development or integration team members to actively collaborate in the preparation and execution of these important events.

Finally, during the Projectathons, a group of Monitors, familiar with the OOTS specifications or with the building blocks that are reused in the OOTS architecture, such as eDelivery and eID, will participate to help and validate the peer-to-peer transactions relevant to their areas or expertise.

1.1 OOTS team members in the European Commission

The OOTS team members in the European Commission working on the Projectathons are:

- Sub-group editors and their respective teams:
  - The Testing and Deployment sub-group editor *Maarten Daniels*, the OOTS Specifications sub-group editor *Pim van der Eijk* and Evidence Mapping sub-group editor *Nils McGrath* play a significant role in the Projectathon preparation as their sub-groups are directly involved in and/or impacted by the Projectathons.
  - The Security sub-group editor *Alice Vasilescu*, the Operational Governance sub-group editor *Rena Gurbanova* and Standardisation of Data Models editors *Pavlina Fragkou* and *Claudio Valle* will contribute to the extent that their sub-group contributions are relevant to a specific Projectathon event.
- The Commission Common Services development team led by *Jerry Dimitriou* will provide acceptance instances of the Common Service components such as the Evidence Broker and Data Service Directory, such that they can be used in the steps of peer-to-peer tests between participants.
- The EC OOTS Support team led by *Flora Kardos* extends their current advice and support desk with (technical) advice and support related to the preparation or execution of the Projectathon registration and tests.
- The OOTS communications team led by *Michael Ulrich*, and supported by *Thomas Fillis*, maintains and animates the **Once-Only Hub (website),** promoting the Projectathons and

their results, the supporting Implementers Café series and other events, social media coverage and the OOTS Projectathon collaborative space in preparation of the Projectathons.

- The Commission project managers *João Rodrigues Frade*, *Caroline Corneau* and *Fernando Diaz* oversee the overall progress and coordination of the Projectathon events.

1.2 Additional Projectathon experts

We have contracted experts from *IHE* and *Kereval* that have been working on Projectathons and other integration or peer-to-peer testing events, mainly in the healthcare sector around the world for many years. Their contributions are manifold, as they have been successfully organising, conducting, and following up on these closely related events. Our Projectathon experts:

- Bring a set of tried and tested testing (management) tools, primarily based on the Gazelle platform (which integrates with and/or interacts with the GITB test platform that is already used in the OOTS component level testing).
- Assist in the data/test modelisation of the OOTS specifications.
- Assist in providing best practices and guidance to the preparation and execution of the events.

The team was recently reinforced with *Marie-Laure Watrinet* from LIST (Luxembourg Institute of Science and Technology), bringing her testing and Projectathon experience from the TOOP Large Scale Pilot.

1.3 Member State contributors

The Projectathons require Member State contributors, ranging from National Coordinators and sub-group experts to national or sub-national development or integration team members to actively collaborate to the preparation and execution of the Projectathon events. More specific roles, responsibilities or activities are explained throughout this document.

It is important to highlight that active participation from Member States is crucial. It should therefore be agreed that this is a high priority topic as it is relevant to the development, testing and deployment into production of the Once-Only Technical System components by the Member States.

1.4 Monitors

Monitors are neutral experts, familiar with the Once-Only Technical System specifications or with building blocks that are reused in the Once-Only Technical System architecture, such as eDelivery or eID. They will participate in the Projectathon events to help and validate the peer-to-peer transactions relevant to their areas or expertise.
The Commission teams will source experts from relevant projects and prepare them with the needed background information and instructions so they can participate in the Projectathons successfully. The number of Monitors depends on the type of tests being executed and the number of participants.

2 What is a Projectathon?

A Projectathon is an event where different systems connect under one roof, physically (or virtually) and perform a marathon of peer-to-peer interoperability and compliance tests in a structured environment for several days. The tests are supervised and verified by neutral experts acting as Monitors.

The table below presents the definitions of technical terms used during Projectathons and supported by Gazelle.

Table 1: Projectathon – Gazelle definitions

TERM	DEFINITION
Gazelle	Gazelle is a test bed aimed at testing the interoperability of eHealth information systems. It is developed by IHE-Europe with the support of several other IHE countries (USA, Japan, Korea, and Australia). The Gazelle platform is now reused in the OOTS domain. This means that sometimes the tool in its current version will display information that relates to the health sector and/or to IHE, but that can be ignored in the context of the OOTS Projectathon.
(INTEGRATION) PROFILE	Specification of the information exchanges to support a specific business process (i.e., eIDAS Profile, OOTS Evidence Exchange Profile, Metadata Management Profile).
ACTOR	Functional component of a system that exchanges transactions with other actors as defined in an Integration Profile (i.e., for the OOTS Evidence Exchange Profile: Common Services Query Interface Client, Data Service Directory, Evidence Broker, Evidence Requester and Data Service).

TRANSACTION	Specification of a set of messages exchanged between pairs of actors in support of an Integration Profile.

The June 2023 Projectathon will be based on the Q1 2023 release of the Once-Only Technical Design Documents as amended with any corrections from the errata list.

This event largely adopts the test cases prepared for the April 2023 Projectathon largely as they still reflect the main objectives of the Member States. The test cases consist of the following elements:

- 5 Evidence Exchange scenarios without preview,
- 5 Evidence Exchange scenarios with preview,
- 2 Maintenance flow scenarios (Common Service updates).

A high-level overview and summary of test cases is available for the testing and deployment sub-group (restricted to relevant users on the wiki).

The full test cases are accessible via the Gazelle platform (restricted to users that registered as participants to the Projectathon).

In addition, the June Projectathon will allow for some more advanced scenarios to be discussed in exploration sessions or in a restricted test session between those teams that are ready for the next level of tests (such as more dynamic eID test cases by integrating eID nodes into the transactions, test cases covering related systems, including adding actual Base Registries to the test cases).

The tests will start with static and pre-agreed data. This is to be discussed in and shared through the relevant subgroup (Testing and deployment) and/or collaborative space on Teams.

Those Member States that want to go further and create custom datasets or dynamic datasets for bilateral tests can do so as well.

NB: the present version of the Projectathon playbook does not aim to contain information about the Member States teams that have signed up for the event, nor about the development and test status of their component as this will be followed up in country profiles and/or other status meetings.
NB2: the current Playbook and its annexes include general information. Additional information will be consolidated via a dedicated MS Teams channel.

NON-DISCLOSURE AGREEMENT (NDA)

Participants should only use the information from the Projectathons to directly improve their own systems and to not make any public announcements containing other parties' test results in an identifiable way.

The Projectathon process is an event to facilitate interaction, test interoperability and an opportunity to find issues. However, this event is in no way a formal certification process and/or does not provide an absolute guarantee that components or systems will operate without issues in a real production environment or in all possible usage variations that might be encountered at go live or thereafter.

Moreover, the marking of test results is done in best effort mode, based on the understanding of today's specifications and ongoing discussions. Changes in the specifications or in our common understanding of the system might result in previous test result markings to become outdated.

3 What are the benefits of participating in a Projectathon?

Participating in a Projectathon has the following benefits:

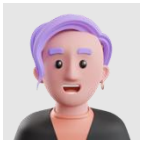
- The test platform, tooling and test cases are configured and defined by the organisation and experts who created the specification. It is an excellent opportunity for participants to verify that their systems or solutions effectively comply with the appropriate specifications.
- The participant performs peer testing with real systems (or their acceptance/staging instances) using real-world scenarios. Issues or errors can be identified, corrected, and re-tested on the fly during the Projectathon or shortly thereafter. This significantly reduces the number of potential issues that can occur in the production environment. One of the key principles of testing is to detect an error as soon as possible as this reduces the cost of implementing and re-testing a fix.
- It is a good opportunity to meet relevant experts in the field to share and exchange views, experience, and best practices.
- It helps to promote and increase the visibility of the status and readiness of your organisation or Member State before the go-live of the Once-Only Technical System.
- The Projectathon is not only a place to test your system; your participation also helps to improve and assess the proper functioning of the Technical Design Documents (TDDs) of the One-Only Technical System.
- Member States can participate in Projectathons as observers and in this way can be ready for the next Projectathon by getting in direct contact with active participants that do agree to share explanations on what they are doing.

4 What are the teams/actors in a Projectathon?

Table 2: Projectathon teams/actors

	The **Organiser Team** is the organisation with overall responsibility for the Projectathon event. It hosts the event, defines the test scope, call for participants and contracting with participants, and takes care of the logistics such as the event venue, network, and staff hiring.
IHE GAZELLE eHealth test framework for interoperability	The "**Gazelle**" platform test management tool manages all the elements necessary for peer-to-peer interoperability tests. It offers a series of tools (validators and simulators) to verify the compliance of messages and documents with specifications or to test the interoperability of an application during a controlled test. This platform originated from the eHealth domain but can be reused in different contexts where peer-to-peer interoperability tests are relevant.
	Test Module Designer is the expert in the domain. The test module designer defines and documents the test plan, test cases and maintains test data in the "Gazelle" platform test management tool.
	The **Test Session Manager** is the coordinator between participants and the Organiser Team. She/he hosts the technical topics related to webinars, and assists participants during the registration, preparatory test and Projectathon. Furthermore, the Test Session Manager evaluates the systems based on the grading from the monitors and communicates the results of the test session to the organisers and participants.
	During the registration phase, the Member State participants identify which tests they can or want to carry out during the Projectathon. The **System Under Test (SUT) operator(s)** configure and connect their SUT to "Gazelle". During the Projectathon event, the SUT operator(s) date(s) with available partners and execute(s) the peer-to-peer tests with them. SUT operators can be on-site or online, but it is highly recommended to be on-site. They can be coordinators having a direct line to the team working remotely and/or technical people. See Chapter 77 - How to participate in the OOTS Projectathon?

See Chapter 10.3 - What are the requirements for the System Under Test (SUT) operator(s)?



Monitors support the participants during the execution of the tests. They grade the tests based on objective evidences and criteria. If needed, they proceed to the necessary clarifications of the specifications, the descriptions of the tests or the tools. They evaluate the test with the "Gazelle" platform test management tool and grade it as verified, partially verified, or failed.

The main objective of an **Observer** is to observe and to learn what a Projectathon is, how peer-to-peer tests are executed, to prepare themselves for the next Projectathon event. They observe the tests via screen-sharing or sit in pairs with the volunteering participants who are performing the test profile they are interested in. It is highly recommended to be on-site.
See Chapter 9 -
How to participate in the OOTS Projectathon as an observer?

4.1 How is the Projectathon organised?

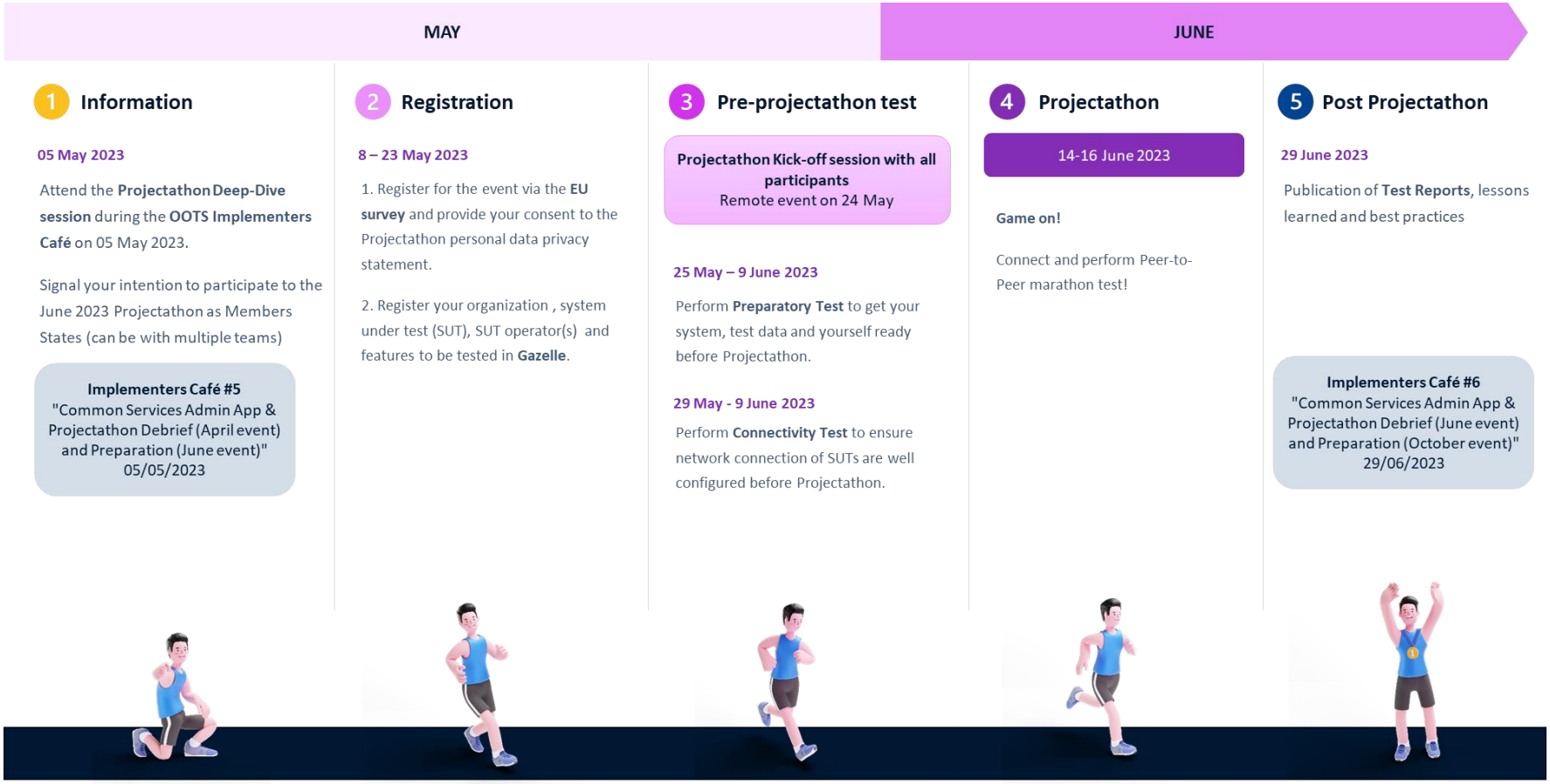


Figure 1: June 2023 Projectathon #2 organisation

About the other Projectathons:

- Projectathon #1 took place on 19-21 April 2023.
- Projectathon #3 is planned on 18-20 October 2023.

The timing between Projectathon #1 in April and current Projectathon #2 in June is more condensed since there is little time in between these two events.

The Organising Team invites the SDG National Coordinators to register for the Projectathon event via an event registration form (using EU Survey). They share the link to the event registration form with each person joining the Projectathon from their team. It is mandatory for every participant of a Member State to fill in the event registration form (it is a pre-condition for getting access to the Gazelle platform).

5 What to do and what to expect at the Projectathon event?

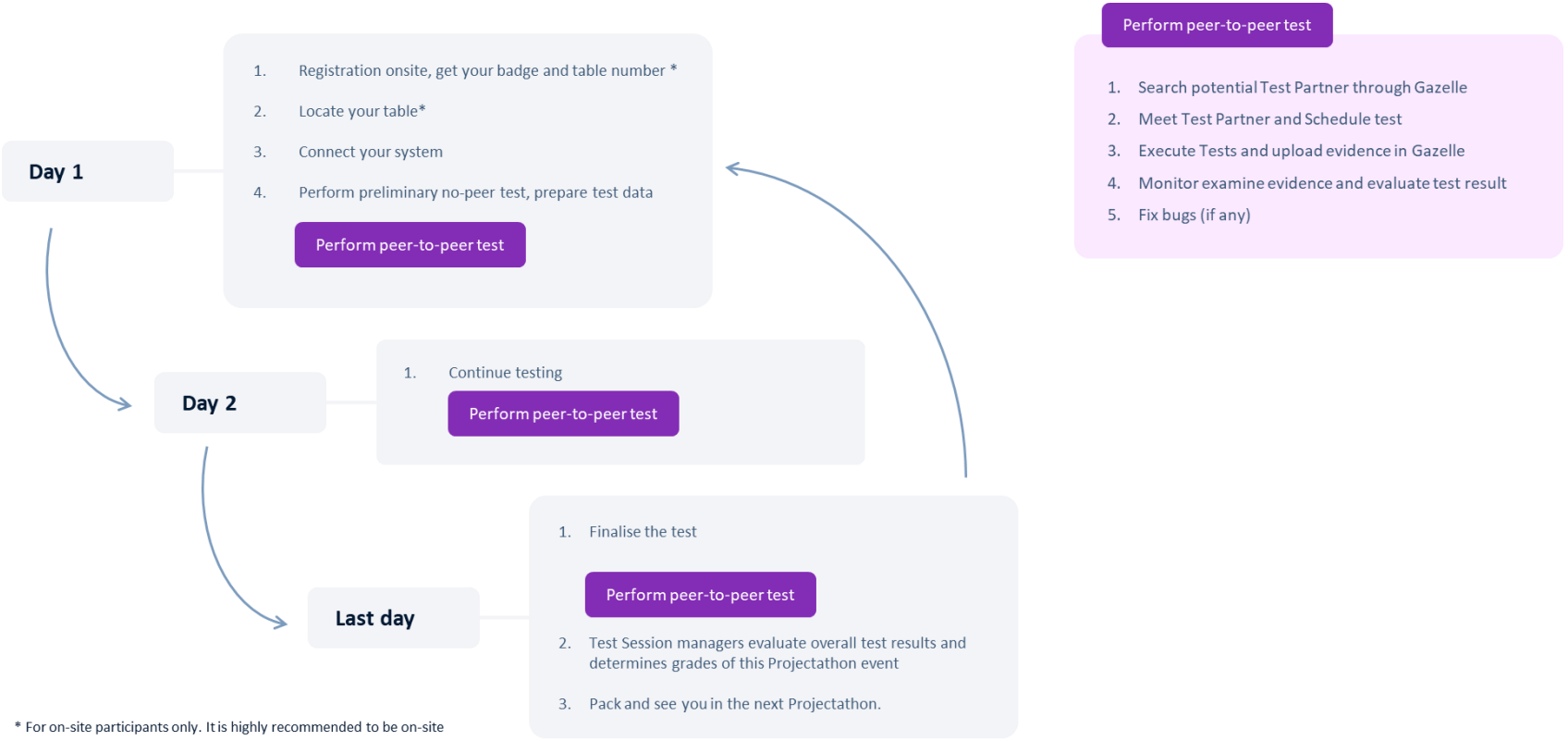


Figure 2: Steps during a Projectathon event

6 What is peer-to-peer testing?

The figure below presents the peer-to-peer testing process.

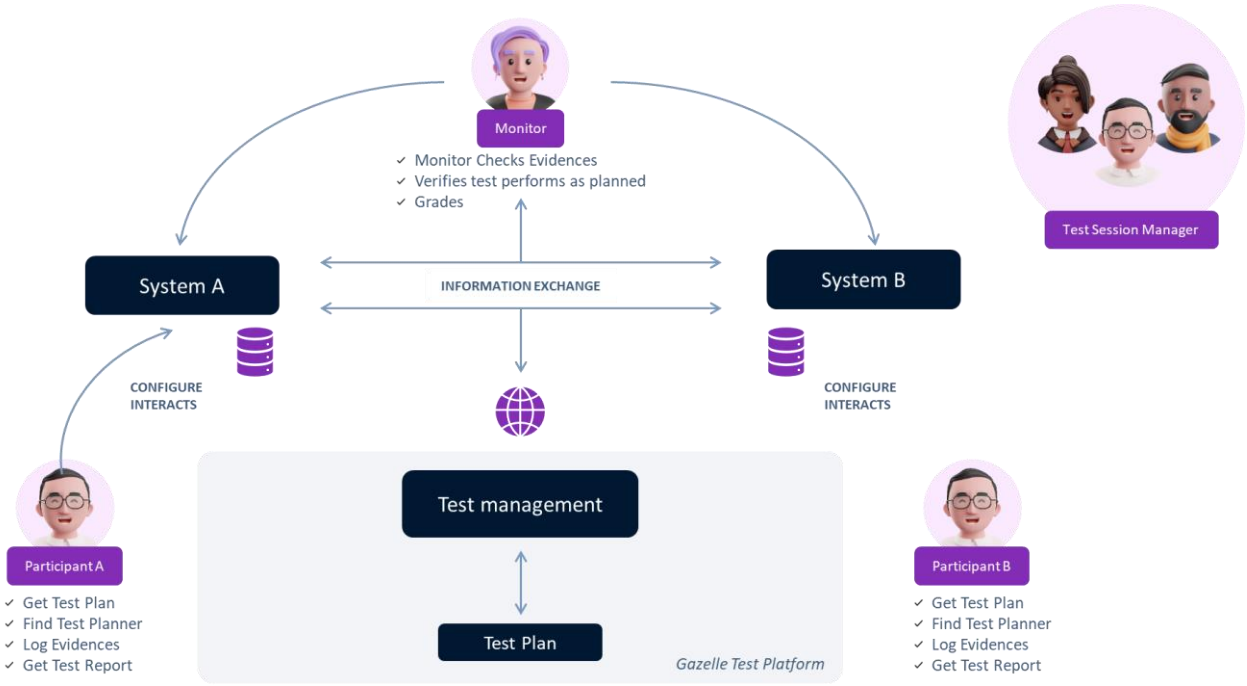


Figure 3: Peer-to-peer testing process

1. Participant A with System A and participant B with System B participate in the Projectathon[1].
2. Through Gazelle, participant A found a potential test partner: participant B with System B. Participant A approaches participant B to perform an interoperability test together.
3. Both agree and schedule a time to perform the interoperability test together or start testing immediately. They record the test in Gazelle.
4. The monitor, informed by Gazelle that a test has to be examined, claims the test, and examines it. She/He ensures it is performed correctly and verifies the test result with the help of log files and validators used. If proofs are missing, the monitor asks to the Member States to provide more information.
   If the test failed and participant A founds out the bug comes from their system, participant A can fix the bug immediately and perform the test again. Depending on the severity of the bug and time available to fix it, next planned tests might have to be rescheduled. In this case, the participants can change the status of the test to “Paused” and restart the test later when they are ready.

[1] Note that Participant A will not test with Participant B during the whole Projectathon. Each one will test with as many as possible other Projectathon MS participating. It is also possible to start a same test with different MS at the same time (mostly for Member States having a more mature system).

In case the (blocking) bug comes from the Common Services provided by European Commission (which should not be the case), a specialist will try to fix the bug immediately and inform partners when the correction is done. If it is not blocking, the correction will be done outside the Projectathon's time.

5. The Test Session Manager announces the grading on the last day of the Projectathon.

7 How to participate in the OOTS Projectathon?

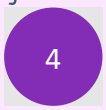
The Projectathon registration is composed of the following consecutive steps:

1. The Organising Team invites the National Coordinators to register for the Projectathon event via an event registration form (using EU Survey)
2. National Coordinators register for the Projectathon event via EU Survey. They share the link to the event registration form with each person joining the Projectathon from their team. It is **mandatory for every participant of a Member State to fill in the event registration form for this new June Projectathon** (it is a pre-condition for getting access to the Gazelle platform).
3. Once the event registration process is completed (see Step 2), the Supporting Team invites National Coordinators to encode their organisation and users (team members) in the Gazelle platform (active participants only). This is only for those that are not already registered in Gazelle.
4. National Coordinators select the relevant test session (June 2023) and add/duplicate your System(s) Under Test (SUT) in the Gazelle platform (active participants only). See how to duplicate your SUT for Member States that were already active participants in April Projectathon.

Please note that it is the **responsibility of each Member State National Coordinator** to ensure that the actions described in the process below are respected. For example, the National Coordinator shall select which person from his/her Member State should participate in the Projectathon event and is responsible for the correctness and completeness of this list of experts. He/she is also responsible for defining who will register the organisation and participants in the Gazelle platform, who will participate in different meetings and will carry out the tests.

Table 3: OOTS Projectathon participation process

Information	1	Attend the OOTS Implementers Café #5 "Common Services Admin App & Projectathon Debrief (April event) and Preparation (June event)" on 5 May 2023.
Registration	2	The registration period runs **from 08 to 23 May 2023**.
		Fill-in the event registration form (via EU survey) and accept to have read and understood the content of the Projectathon Playbook and Privacy Statement. It is mandatory for every participant of a Member State to fill in the event registration form (it is a pre-condition for getting access to the Gazelle platform). Participants and observers must register for each individual Projectathon.
		The Support Team sends an email to you once your registration to the Projectathon is accepted with a link to register your system and participants in the Gazelle platform. This is for participants that were **not** already registered in Gazelle during the April Projectathon.
		Register/Update the system and participants in Gazelle. See annex 1 explaining how to update your system in Gazelle for participants that were already registered in Gazelle for the April Projectathon.
		If not already done, register to the Microsoft Teams Implementers Space via the Service Desk. This Teams channel is made available for everyone that registers and participates to the Projectathon (actively or as observer) to facilitate knowledge-sharing and closer collaboration.
		Congratulations: you can proceed to the next steps!
Pre-Projectathon test	3	Participate in the Projectathon Kick-off session with all participants: remote event taking place on **24 May 2023**.
		Perform Pre-Projectathon Test(s) that include preliminary tests and connectivity tests. See more details in Chapter 8. Pre-Projectathon Test(s).

	Gazelle is open for Preparatory Test from **25 May to 9 June 2023** and for Connectivity Test from **29 May to 9 June 2023**.
Projectathon 	You are ready to participate in the **14-16 June 2023 Projectathon**.
Post-Projectathon	Check the test reports, lessons learned and best practices to assess your situation, check if improvements can be made and prepare for a new Projectathon event.

Please respect timings as this is important for the organising team and other participants.

8 Pre-Projectathon Test(s)

Good preparation saves time, so you can do more actual testing during the Projectathon. It was noticed that preparatory test cases and connectivity tests have been very valuable for the April event for understanding the context and checking/troubleshooting issues in advance of the event. Also, the Member States teams that performed more preparatory test cases and connectivity tests in general were able to perform tests more efficiently during the actual event.

8.1 Preparatory Test

The Preparatory Test is a preliminary test before Projectathon, which allows you to:

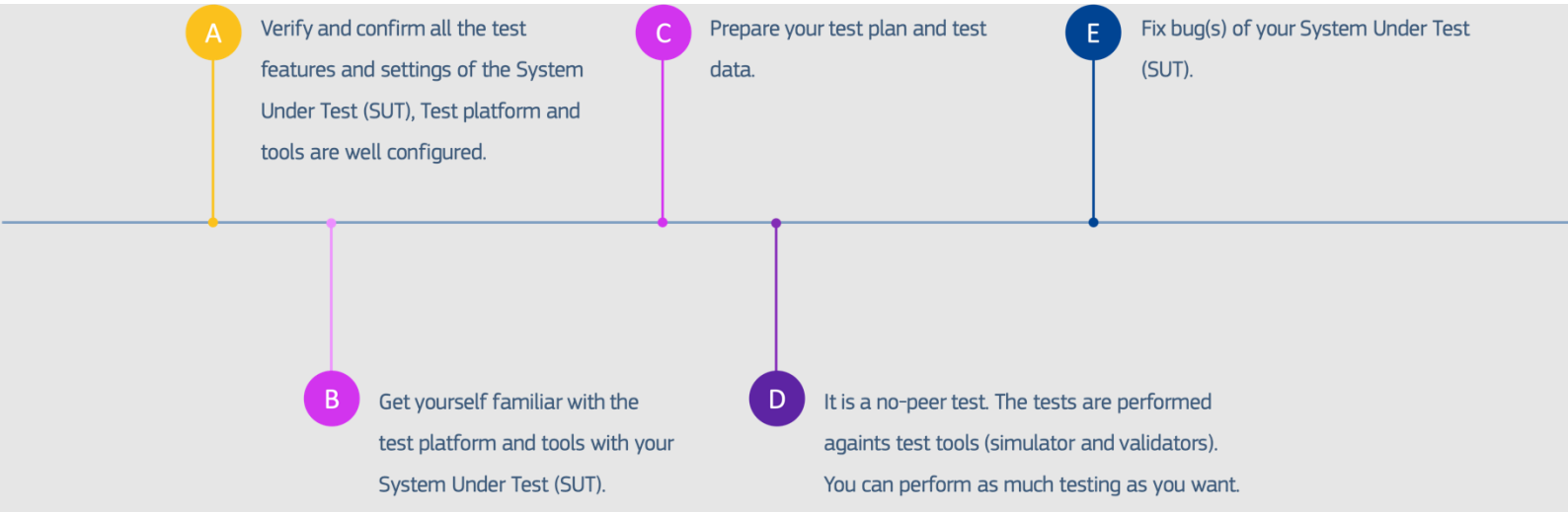


Figure 4: Preparatory test steps

8.1.1 How to perform Preparatory Tests?

It is important to attend the **"Projectathon Kick-off session" on 24 May 2023** to understand the configuration and how the test platform works before performing the test and the steps below.

1. Connect to Gazelle and go to the Projectathon Test Session.
2. Verify all the Profile/Actor/Transaction items registered for the test are well configured in the Gazelle Test Manager platform.

3. Prepare the test plan and test data. **It is especially important not to use production data to protect users' privacy, for more information, refer to the Data Privacy section.**
4. Follow the test case instructions and start the preparatory test.

8.1.2 Will the Preparatory Test be graded?

The preparatory test will not be graded by the Monitor. The test result (success/failures) is displayed immediately by the tool. You will upload the evidence of your preparatory tests (logs, screenshots) into Gazelle Test Management. However, the Projectathon technical management team will perform random checks on your uploaded test result to ensure you have executed your tests and are ready for the actual Projectathon.

8.2 Connectivity Test

8.2.1 What is Connectivity Test?

The Connectivity Test is **mandatory** to all the onsite/online/hybrid participants that are operating a System Under Test (SUT), since all SUTs are expected to be available online and capable to make/receive connections to/from other SUTs. The objective of the Connectivity Test is to diagnose possible network problems before the actual Projectathon such as verifying the firewall configuration, DNS registration and port access rights to ensure all the nodes and machines from different test participants can communicate with each other during the actual Projectathon. The reason why SUTs cannot just be available on a local computer inside the event location, is that the event location will have a restricted network access, meaning that most or all incoming connections will be blocked. SUT operators will be able to connect to and control SUTs that are publicly available on the internet and SUTs on the internet should be able to communicate with each other.

8.2.2 How to perform Connectivity Test?

Prerequisites: all the systems are up and running on the internet with a public static IP address. The detailed step-by-step Connectivity Test will be provided later or during the Projectathon Kick-off meeting on 24 May 2023 because the System Under Test must be registered in Gazelle test management tool to perform the test.

Lessons learned from the April Projectathon about Connectivity tests are:

- Member States teams should check all their systems are accessible on standard ports (or non-standard ports for testing purposes).
- Member States teams should check all their systems can make outgoing connections and access other systems on standard ports (or non-standard ports for testing purposes).

- Member State teams that need to perform Whitelisting of IP addresses or ports should do this well in advance as these internal processes might take some time.

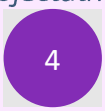
9 How to participate in the OOTS Projectathon as an observer?

9.1 Pre-Projectathon observer preparation

Note that it is the **responsibility of** each Member State **National Coordinator** to make sure that the actions described in the process below are respected. He/she is the one that will also select which person of his/her MS should manage the different actions such as who fills in the EC online registration form, who registers the system and participants in Gazelle, who participates in the different meetings, and who does the tests. It is **mandatory** for every participant of a Member State to fill in the EC online registration form, even as an observer.

Table 4: Pre-Projectathon observer preparation steps

Information	1	Attend the OOTS Implementers Café #5 "Common Services Admin App & Projectathon Debrief (April event) and Preparation (June event) on 5 May 2023.
Registration	2	The observer registration period runs from 08 to 23 May 2023.
		Fill-in the event registration form and accept to have read and understood the content of the Projectathon Playbook and OOTS Projectathon privacy statement. It is mandatory for every participant of a Member State to fill in the event registration form (it is a pre-condition for getting access to the Gazelle platform). Participants and observers must register for each individual Projectathon.
		The Support Team will send you an email once your Observer application is accepted to the Projectathon.
		Register to the Microsoft Teams Implementers Space via the Service Desk. This Teams is made available for everyone that registers and participates to the Projectathon (actively or as observer) to facilitate knowledge sharing and closer collaboration.

Pre-Projectathon test	Participate in the "Projectathon Kick-off session" with all participants: remote event taking place on **24 May 2023**.
Projectathon 	You are ready to participate as an observer in the 14-16 June 2023 Projectathon.
Post-Projectathon	Check the test reports, lessons learned and best practices to assess your situation, check if improvements can be made and prepare for a new Projectathon event.

Please respect timings as this is important for the organising team and other participants.

9.2 Projectathon observer activities

1. Projectathon Tour:
    a. Take a tour of the Projectathon and engage with one or two participants to share and explain what they are doing.
    b. It can be done in groups or by screen sharing
        i. It is important to provide an environment where the participants can concentrate on the tests/debugging and do not have too many disruptions. This means that observers should pay attention to not interfere at the wrong time.
        ii. In case some participants are hesitating to share their screen, please respect this as an observer.
    c. Engage in discussions in between test sessions or during breaks to understand what was done and what is needed to prepare your participation during the next event.
2. Attend any relevant workshops and conferences (if time allows, this can be executed during the last day, otherwise, it can shift to a post-event presentation)
    a. Member states who are more advanced in the Once-Only Technical System implementation and/or their experts are invited to share their knowledge, solution and technology used.
    b. The organising team can create ad-hoc workshops or explanatory sessions if there is a need to do so. This could be because participants signalled this before the actual event or because the organising team or participants notice during the actual Projectathon that some topics require further clarification or discussion.

It is **highly recommended to join at least one (the more the better) Projectathon events before going into production**. It is the optimal way of getting assurance about your OOTS implementation.

The concept of being a remote observer does not work as well as being on-site observer as there is a relatively high risk of issues on technical, connectivity and cooperation levels, so a lesson learned from the April Projectathon is that is it highly recommended to be on-site.

Join an event at the earliest opportunity, if things fail, they do so in a friendly test environment. This way, you will learn the lessons and be best placed to succeed at the next event. Moreover, the more tests you complete early on, the more complex scenarios you can conduct against more counterparties.

It will be a great opportunity for **all teams** to **meet, interact** and **have fun**.

10 Frequently Asked Questions

10.1 Will the event take place in an on-site, remote or hybrid format?

- It was the initial intention to plan for a full on-site event to ensure all teams can be in a single location, can fully focus on the event itself and can benefit from the possibility to talking in person to all other teams.
- After receiving initial Member State's feedback, the current plan is to organise this Projectathon event in a hybrid format. This means that:
    - Member States can choose to send all their team(s) in person to the event.
    - Member States that do not send all their teams in person to the event, **are expected to send a couple of coordinators that can attend this event in person** (this is also a lesson learned from the April Projectathon that active participants should have at least one or two representatives / coordinators on-site). These coordinators should have a "direct line" to the Member State teams that are working remotely. The SUT operators are the participants having direct access to Gazelle, they can be onsite or offsite.
    - Member States that are not actively participating in tests but join as an observer **are encouraged to send a couple of observers in person** to the event to benefit from having a better overview of what is happening during the Projectathon event.
    - Acceptance or staging environments that run on dedicated servers or networks must be connected via the public internet to the Projectathon (instead of developers bringing these components on their PCs into the room, because they would have restricted access via the local network in the event location) if they are expected to be available during the event and if they pass pre-event connectivity checks.
    - Break-out rooms are made available on-site to facilitate ad-hoc discussions related to the development and testing of OOTS components.
- In case of an unexpected event (such as public health restrictions) causing travel disruption for all or some participants, the Organising Team will transform this event into a remote event with as minimal disruption as is feasibly possible.

10.2 How many teams can I send to the event per Member State?

You can send all Member States teams relevant for implementing the Once-Only Technical System at national or sub-national level. This means that relevant public or private organisations and their members can participate.

However, we expect that teams will coordinate with the National Coordinator to prevent any non-relevant team participation from happening and to have the National Coordinator keep an overview of the status of all relevant teams.

10.3 What are the requirements for the System Under Test (SUT) operator(s)?

- Generally, at least two System Under Test (SUT) operators are expected to participate for each SUT, you can send multiple teams if needed and you or your team are welcome to participate as observers.
- The SUT operators should be someone familiar with the SUT in question and the features to be tested. You are allowed to fix the issue, recompile, and retest as many times as necessary. Therefore, being able to change the code is recommended.
- The SUT operators should know how or where to obtain the system's logs for evidence sharing purposes during the test execution. Alternatively, they can be supported by other SUT operator(s) with technical skills to perform these tasks.
- Ideally at least one technical team member or developer to provide technical support on your SUT or fix the bug.
- All Systems Under Test (SUTs) are expected to be available online and capable to make/receive connections to/from other SUTs.

10.4 What is the estimated time required for each activity in the different phases of the Projectathon?

Table 5: Projectathon activities estimated time

Registration		About one person-day* which includes: • Attending the Projectathon registration Webinar (+-one hour). • Defining the features to be tested - Registration in Gazelle. • Administration and contract signing. • Travel and accommodation booking (to be done by each team separately).
	Pre-Projectathon	**Preparatory Tests** take around 10 person-days*. It highly depends on the test features and the complexity of the System Under Test. Gazelle is open for Preparatory Test from 13 March to 14 April 2023. You can perform the Preparatory Test anytime during this period. **Connectivity Test** (for onsite/online/hybrid participants a that are operating a System Under Test) take about 1 person-day*. Gazelle is open for Connectivity Test from 3 April to 14 April 2023. You can perform the Connectivity Test anytime during this period.
	Projectathon days	**Onsite participant:** Projectathon events (three person-days*) + min one person-day* for the travel (round-trip), hotel check-in/checkout. **Online/Hybrid participant:** Projectathon events (three person-days*)

* For reference only

No fees are charged to participate to the actual Projectathon event itself.

The Commission can cover the reimbursement of one public and one private sector expert per Member State. We kindly ask the National Administrations to cover the costs of additional participants.

10.5 What materials should I prepare for the Projectathon event?

- Laptop and device needed to:
  - Operate and debug the SUT.
  - Communicate with your remote team and with other remote participants.
- All Systems Under Test (SUTs) are expected to be available online and capable to make/receive connections to/from other SUTs.
- International power adaptor (unless you use equipment that can fit in standard Belgian power sockets).
- Earphone with microphone (headset) for online communication purposes.
- Note that European Commission can make available one screen per active Member State during the June event, if Member States so require during the registration process (see EU Survey registration form).

10.6 If I have problems or questions about the Projectathon where or who should I contact?

- You can send all your questions or requests for assistance to: EC-OOTS-SUPPORT@ec.europa.eu

Practical information

Table 6: Practical information – June 2023 OOTS Projectathon

Location	Brussels
Date	14 June - 16 June 2023
Registration	Open 8 May 2023; Close 23 May 2023
Target groups	All Member States teams relevant for implementing the Once-Only Technical System (to be coordinated with the National Coordinator).
Fees	No fees are charged to participate to the actual Projectathon event itself.
Accommodation	Any hotel reservation is the responsibility of the participants. Member State reimbursement is possible but limited up to one public and one private sector expert per Member State.

Data privacy

The Organising Team is committed to user privacy. The policy on protection of individuals regarding the processing of personal data is based on the Regulation (EU) 2016/679 on the protection of natural persons regarding the processing of personal data and on the free movement of such data (GDPR).

The processing of personal data by the European Union institutions is based on the Regulation (EU) 2018/1725 on the protection of personal data by the EU institutions, bodies, offices, and agencies (EUDPR).

In the context of the organisation and management of OOTS Projectathon activities, we will be processing your personal data for specific purposes.

The OOTS Projectathon Event Privacy Statement explains the reason for the processing of your personal data, the way we collect and ensure protection of all personal data provided, how that information is used and what rights you have as a data subject. Please note that all Projectathon participants must accept to have read and understood the content of the relevant privacy statements during the registration process.

Annex 1: Gazelle Registration Manual

1 Gazelle Test Management

The Gazelle Test Management Application gathers information needed for an organization to participate in an upcoming testing session. In the OOTS Projectathon, an "Organization" in Gazelle corresponds to a Member State.

To complete the registration for a testing session, an organization uses Gazelle to enter:

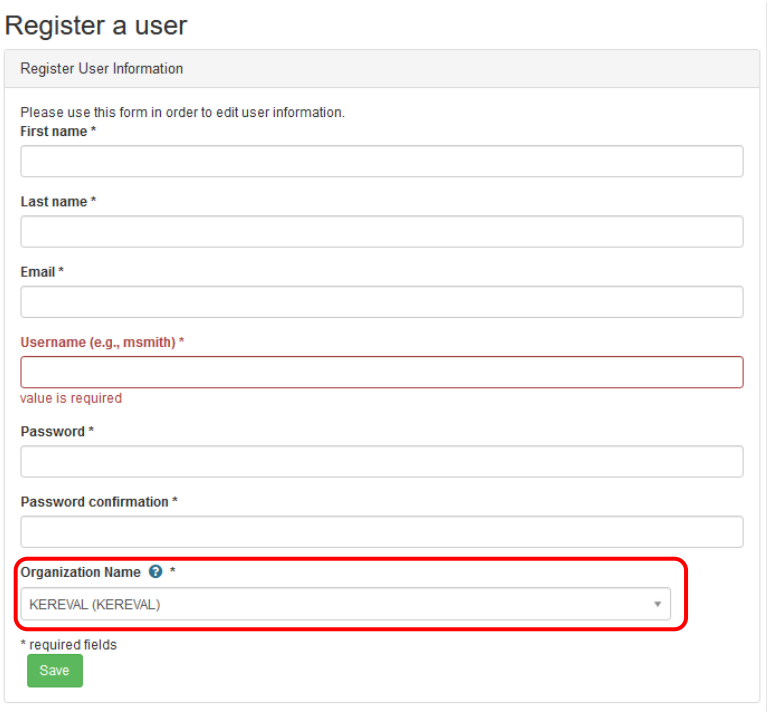
- User account(s) in Gazelle
- Organization details
- Contact persons in your organization
- System information - the profiles/actors/options that you will test during the event

2 User sign-up for an existing organization

If your organization is already registered in Gazelle TM, to obtain a user account in Gazelle, you must:

1. Click on the **"Create an account button"** in the Gazelle Test Management homepage,

2. On **“Register a user”** page, fill in the form and select your organization in the drop-down list under **Organization Name.**

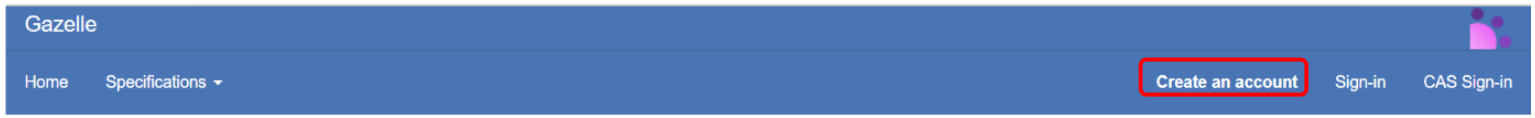


3. Your organization’s admin (who has a “vendor_admin_role”) will receive an e-mail and will approve and activate your user account. Once your user account is activated, you can login to Gazelle with your username and password.

3 User sign-up for a new organization

If your organization is not registered in Gazelle TM, to obtain a user account in Gazelle, you need to first create your organization.

1. Click on the **"Create an account button"** in the Test Management homepage,

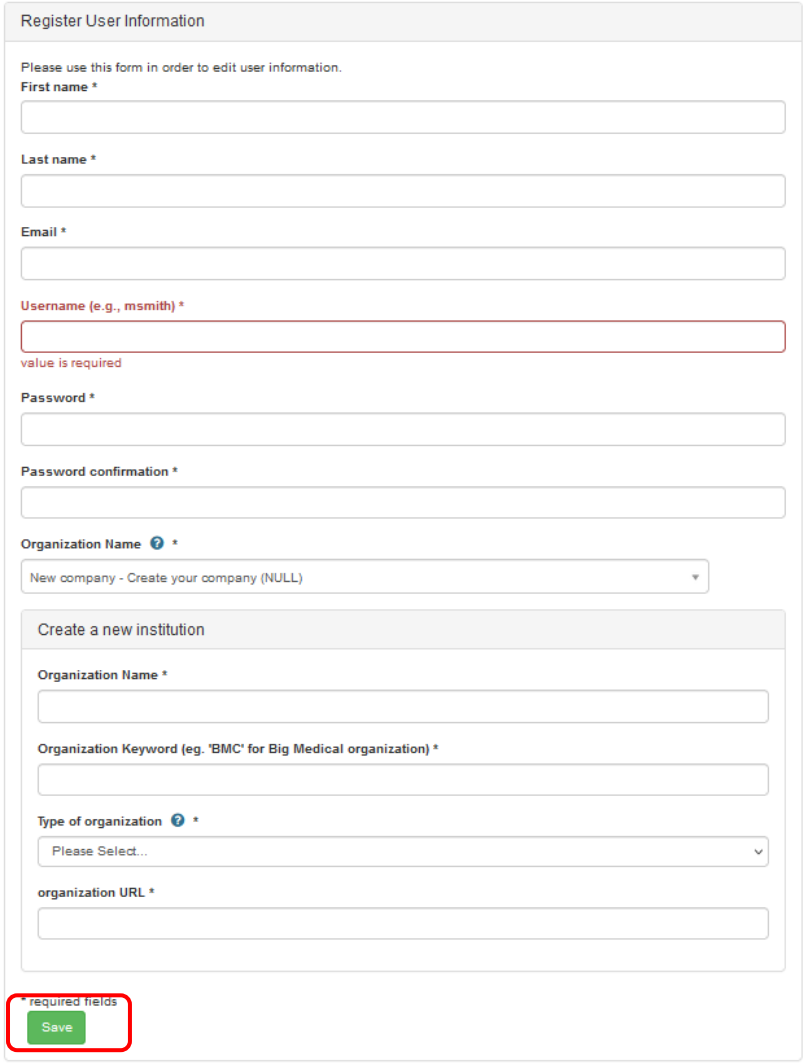


You are redirected to the **"Register a user"** page.

Fill in the form and, in the drop-down list under Organization Name, select **"New Company – Create your company (NULL)".**

2. Fill in the information about your organization and click the **"Save"** button.

The Country code should appear in the organization keyword.


Register User Information
Please use this form in order to edit user information.
First name *
Last name *
Email *
Username (e.g., msmith) *
value is required
Password *
Password confirmation *
Organization Name *
New company - Create your company (NULL)
Create a new institution
Organization Name *
Organization Keyword (eg. 'BMC' for Big Medical organization) *
Type of organization *
Please Select...
organization URL *
* required fields
Save

3. You will receive an e-mail to confirm your registration. As soon as you click on the confirmation link, you are now an authorized user in Gazelle, and you are your organization's vendor admin.

Notes

- *The user who creates the organization is granted as vendor admin by default.*
- *You need to add a contact to your organization (see section 5.2)*

4 Vendor and vendor Admin roles

There are two levels of users in Gazelle Test Management:

- **Vendor admin role** - Approves new user accounts for your organization - Can edit user and contact information - Can edit organization info (e.g., address) - Can edit all test system & testing details.

- **Vendor role** - Can edit all test system & testing details.

5 Vendor admin actions

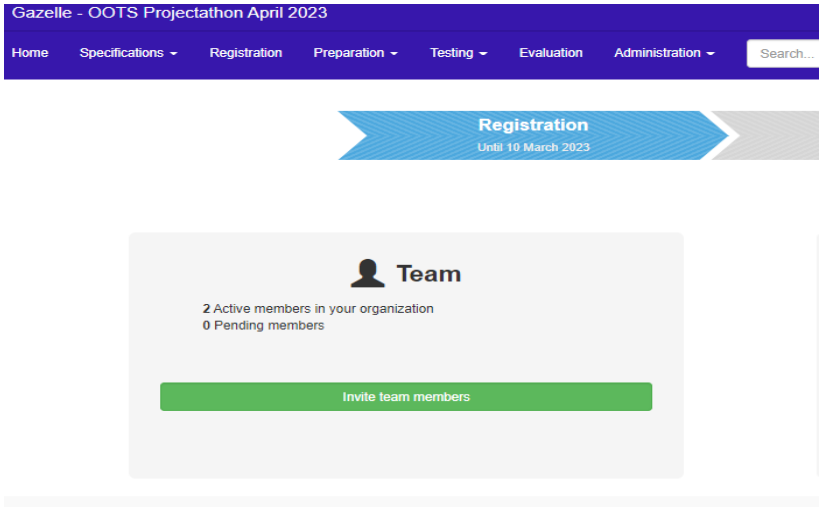
As an organization vendor admin, you can:

- Add a user to your organization (optional)
- Add a contact to your organization (mandatory)

5.1 Add user to the organization (optional)

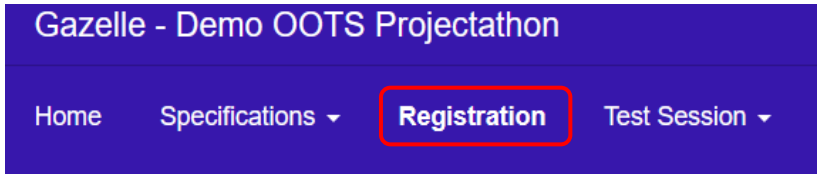
Method 1

On the main page → Click on **“Invite team members”** button.

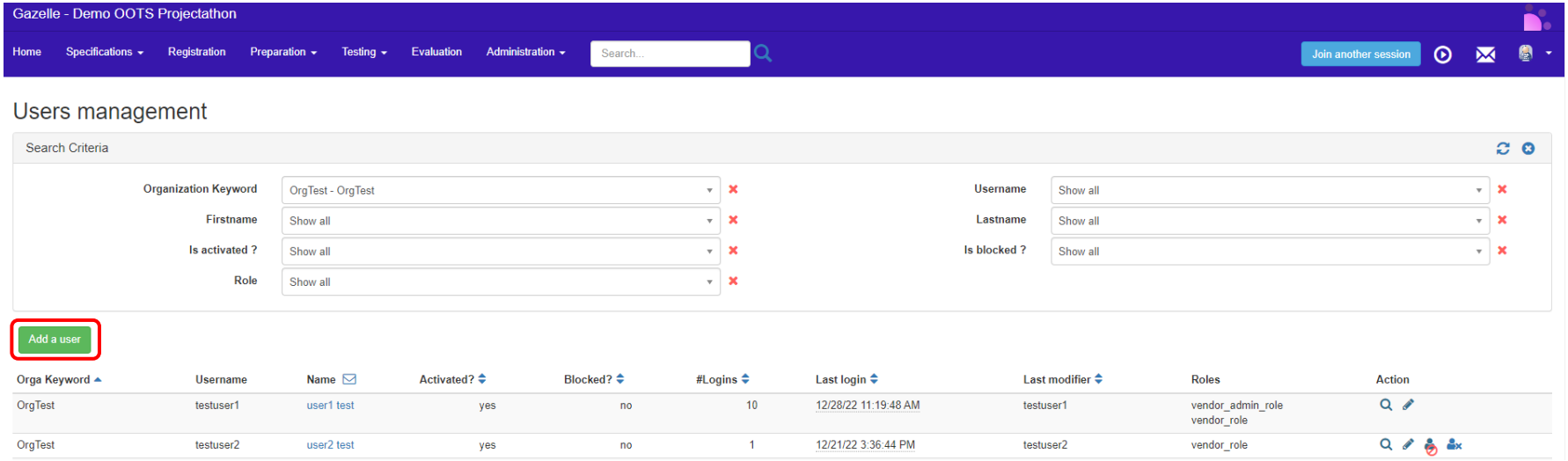


Method 2

Go to the top menu Registration → **Manage User**

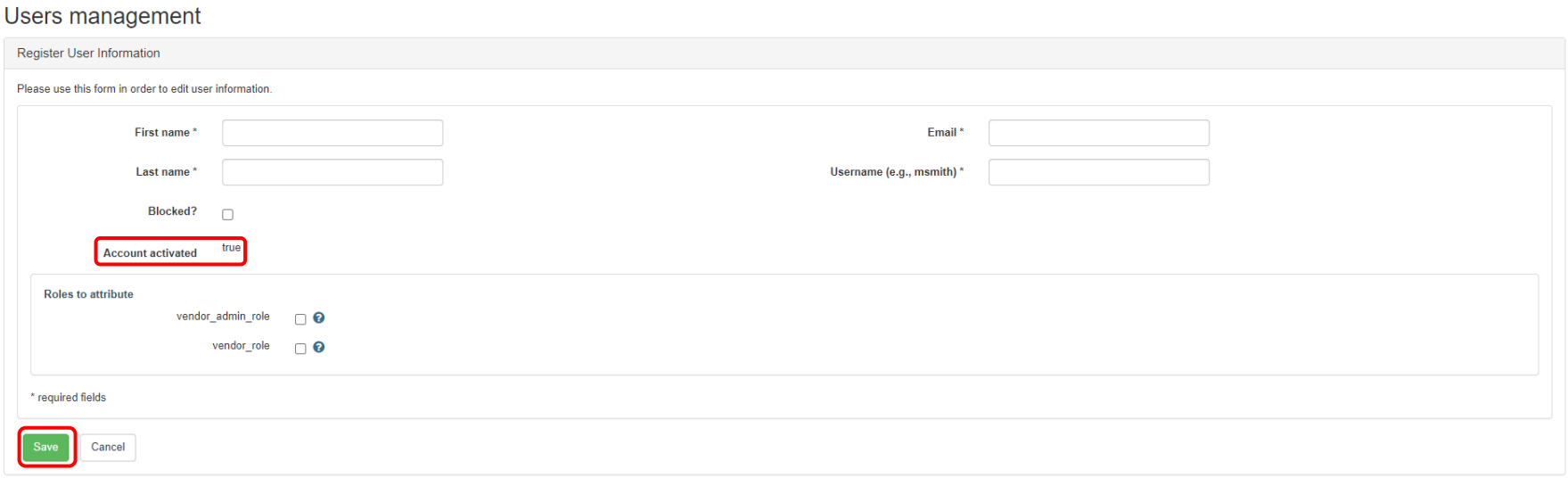


1. User Management page is displayed, click on the **"Add a user"** button.

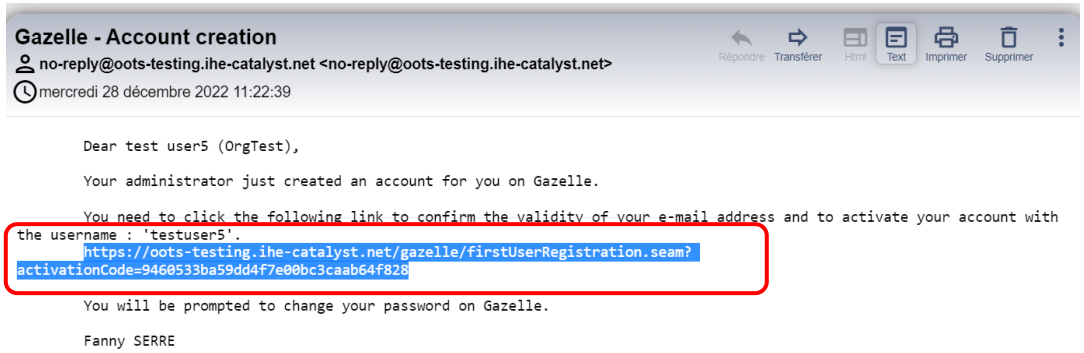


2. Fill in user information and assign the role(s) to the user.

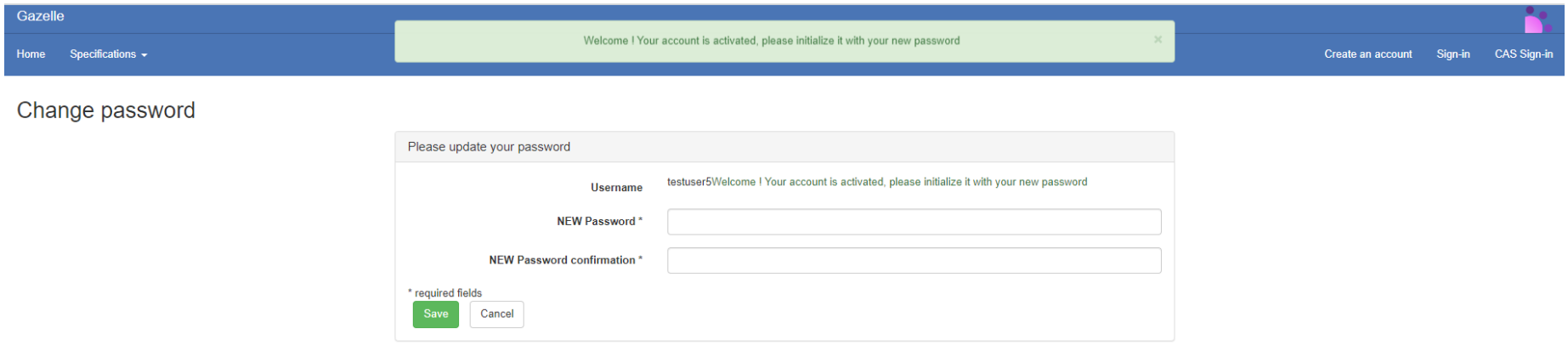
   Make sure the Account Activated checkbox is checked if you want to activate the user account. And click "**Save**".



3. Once the user account is created, an email will be sent to the user, this user is required to validate and activate their user account by clicking on the link in the email sent by Gazelle.



4. Once the user account is activated, the user is redirected to the **Change password** page. The user account is ready to be used after the user modifies the password.



5.2 Add a contact to the organization

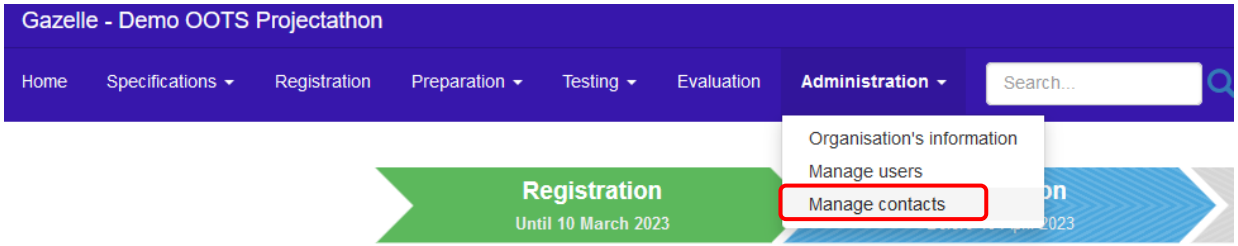
A **“Contact”** is a person in your organization who will interact with us in preparation for a testing session:

- Financial Contact (only 1)
- Marketing Contact (1 or more)
- Technical Contact (1 or more)

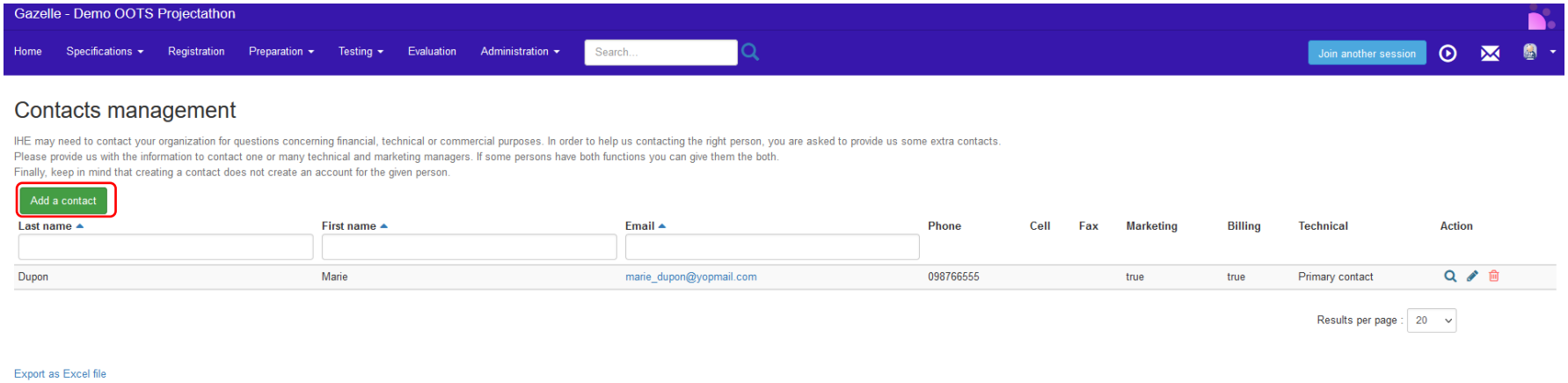
Note that if you don’t add a contact, you can still use Gazelle but you might see an error or warning message. It is not mandatory to add a contact in the context of the OOTS Projectathon.

A user may, or may not, be a contact.

1. Go to the top menu Administration -> **Manage Contacts**



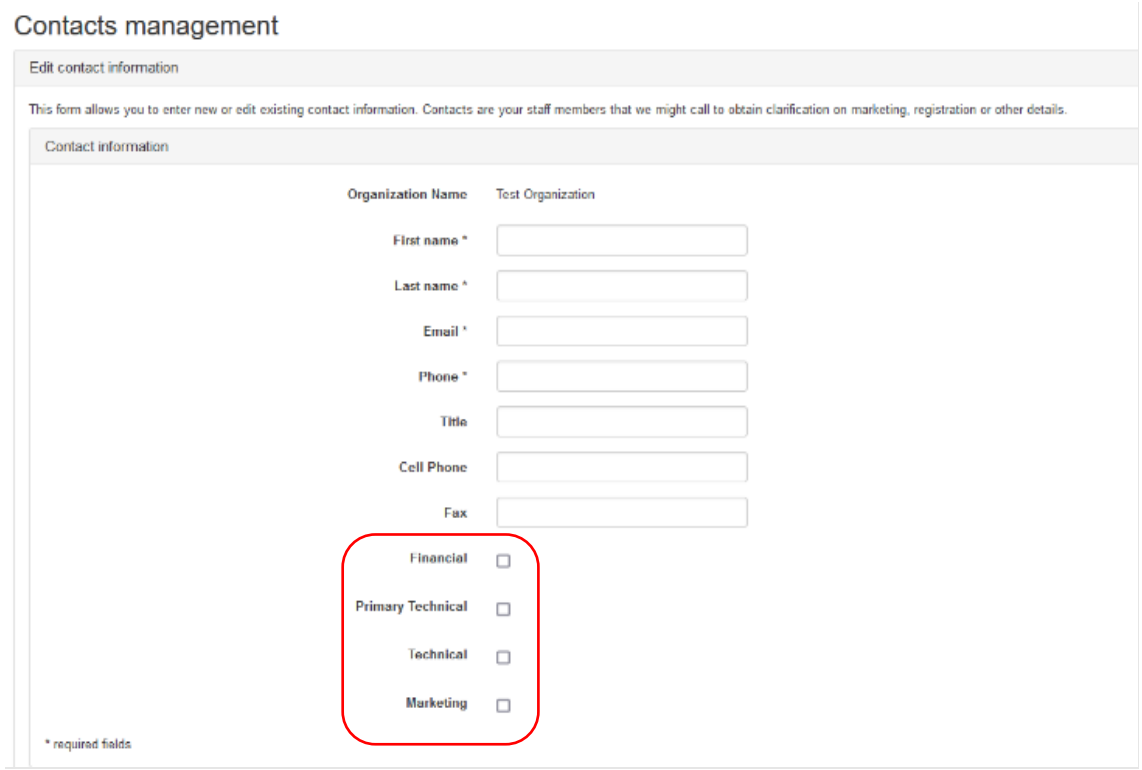
2. Contact Management page is displayed, click on the **“Add a contact”** button.



3. Fill up the contact details. One person might serve multiple Professional functions.
   To finalise your organization registration, you need at least one contact for the financial, technical, and marketing function.

Tips

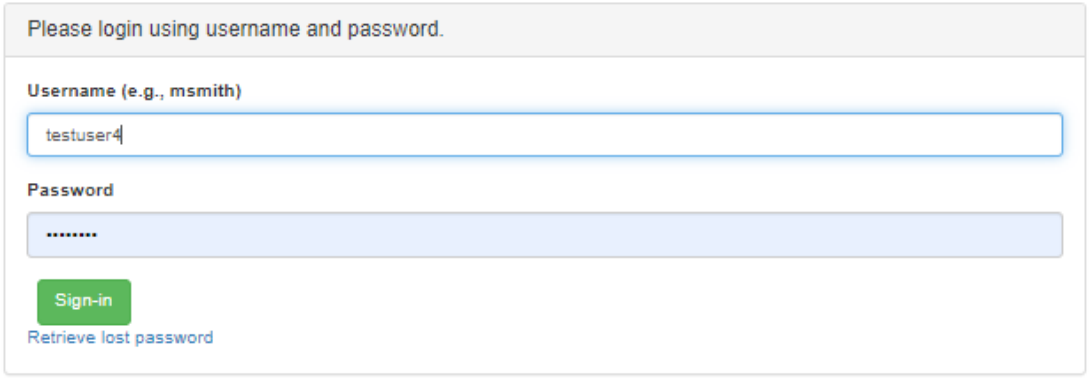
OOTS Projectathon is a non-payment event, you may register only one main contact person and select all the mandatory "Professional functions" options: Financial, Marketing, Primary Technical and Technical as below.


Contacts management
Edit contact information
This form allows you to enter new or edit existing contact information. Contacts are your staff members that we might call to obtain clarification on marketing, registration or other details.
Contact information
Organization Name
Test Organization
First name *
Last name *
Email *
Phone *
Title
Cell Phone
Fax
Financial
Primary Technical
Technical
Marketing
* required fields

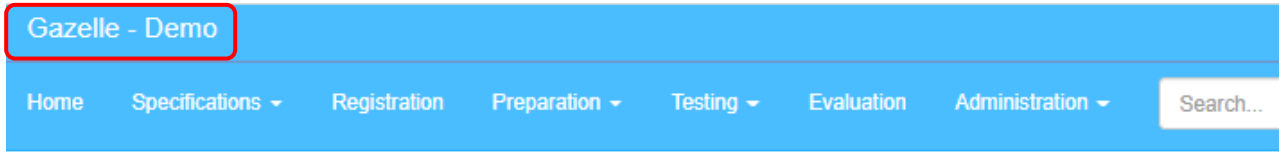
6 Login and verify current connected Test Session

1. Login to Gazelle TM with your username and password.

   If you have lost your password, the "**Retrieve lost password**" link will send you an email with a link to set a new password. If your account is blocked, contact the Vendor Admin of your organization.

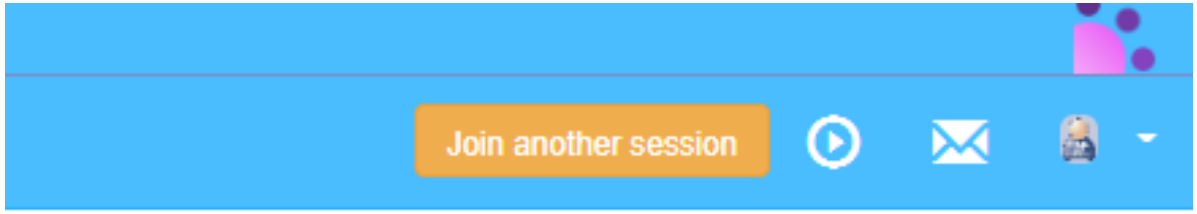


2. It is particularly important to verify which test session you are currently connected to.

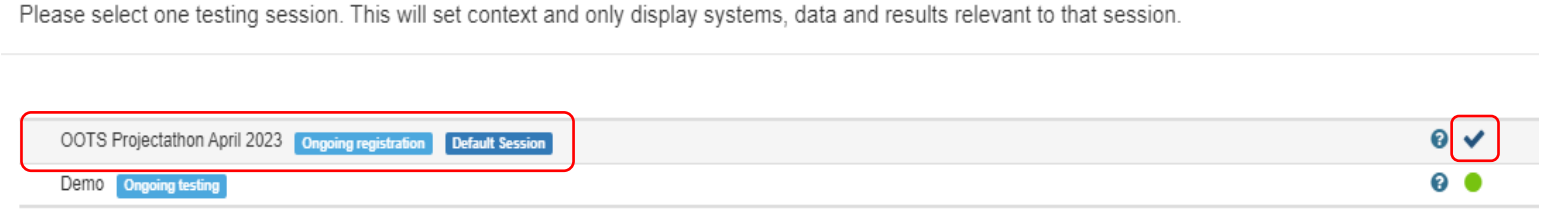


3. If you are not connected to the right testing session of OOTS Projectathon for example "OOTS Projectathon April 2023", click on the "**Join another session**" button.

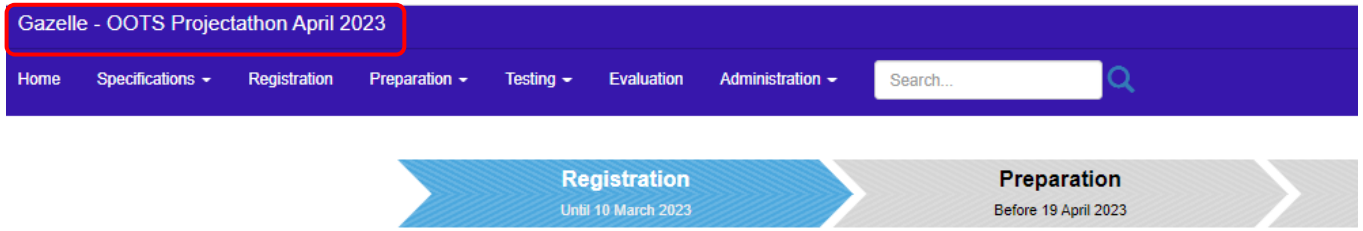
   If the "**Join another session**" button appears in blue, you are already connected to the correct testing session. You can skip the next step.



4. Make sure to select the correct OOTS Projectathon test session for example "OOTS Projectathon April 2023". Confirm by clicking on the blue tick and clicking on the "**Close**" button.

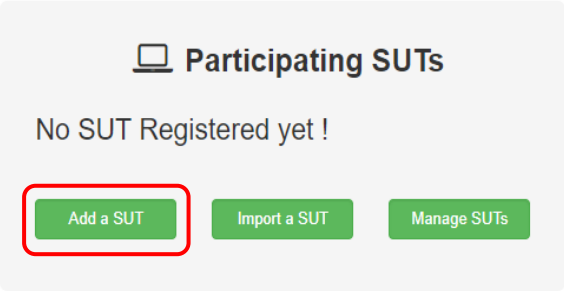


5. Back to Gazelle TM, you are now connected to the correct test session.



7 How to register system under test (SUT) in Gazelle

1. On the Gazelle main page, click on the **“Add a SUT”** button



2. Enter the details of your SUT and click on **“Save”** button.

The system under test (SUT) can be a released product, a product under development, or even a prototype.

The keyword of a SUT should include the country code.

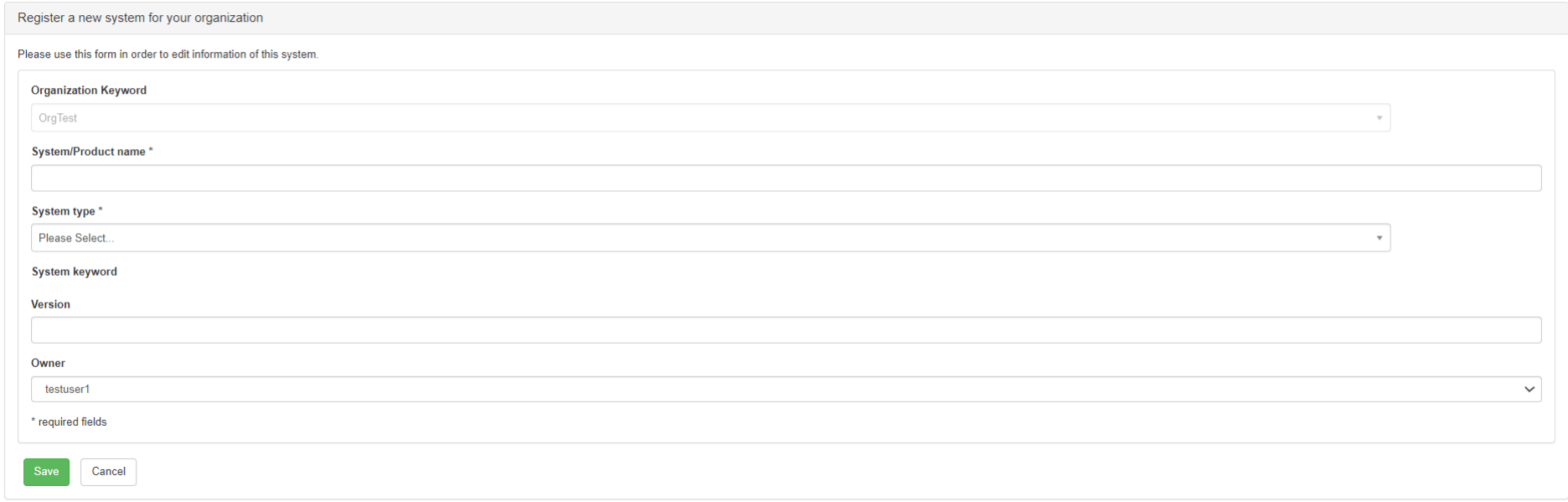
The owner is the person who is responsible for the system, a main contact to answer technical details of the SUT, and acts as a main contact point of the test partner during the Projectathon.

Tips

If you cannot find the System type that suits your SUT, please select "OTHER".

System creation

Add a system

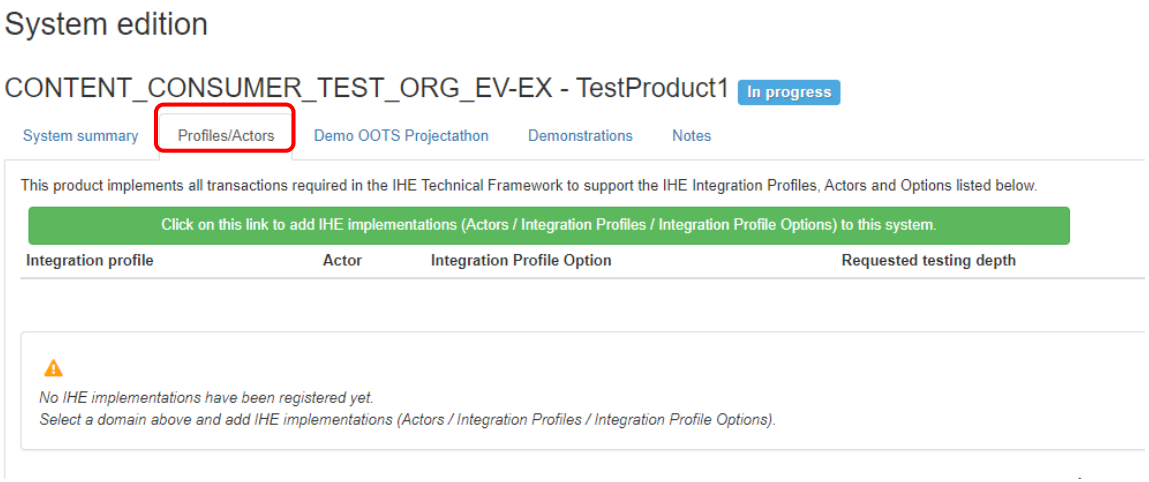


3. Once the system is created, the **"System edition"** page is displayed.

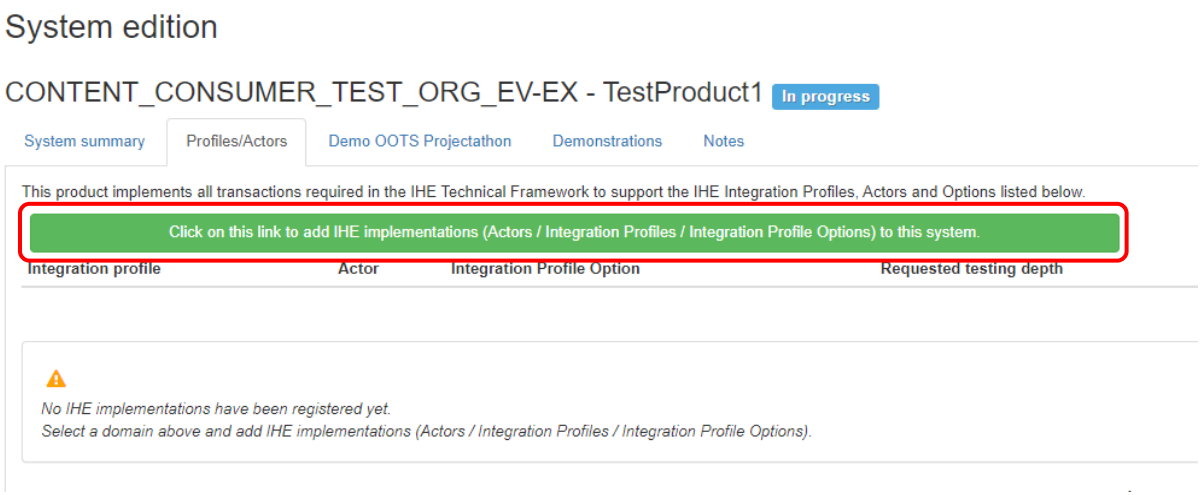
   Click on the **"Profile/Actors"** tab to select the Profile/Actor/Option combination you would like to test during the Projectathon.

   You can refer to the modelisation guide below to identify what suits your system.

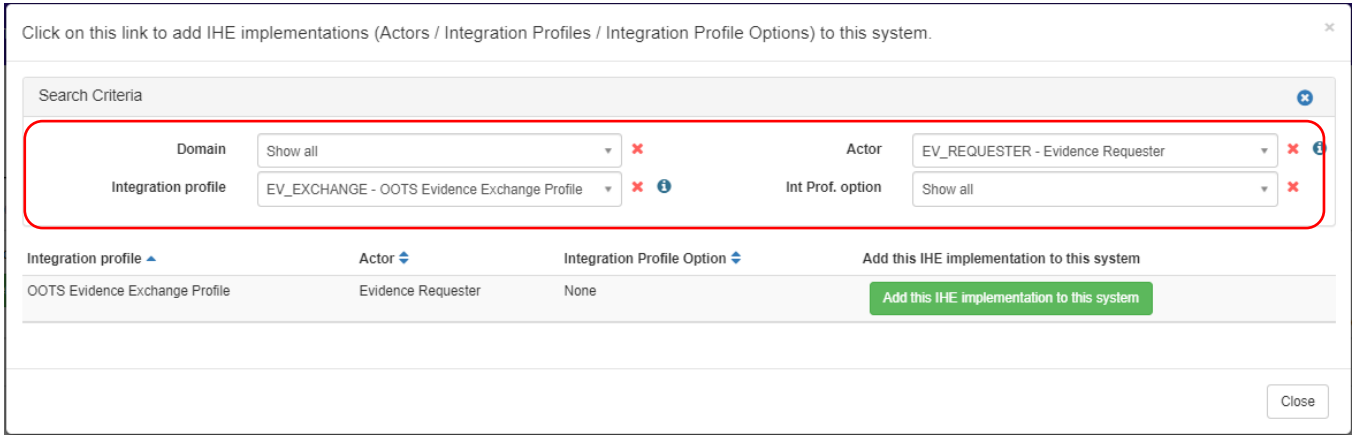
Profile	Actor	Option
eIDAS Profile	ID Requester	Notified
		Other EP accepted identification scheme
	eIDAS Node	
OOTS Evidence Exchange Profile	Common Services Query Interface Client	
	Data Service Directory	
	Evidence Broker	
	Evidence Requester	
	Data Service	Evidence Preview
		None
Metadata Management Profile	LCM Metadata Updater	
	LCM Metadata Registry	



4. Click on the green button.

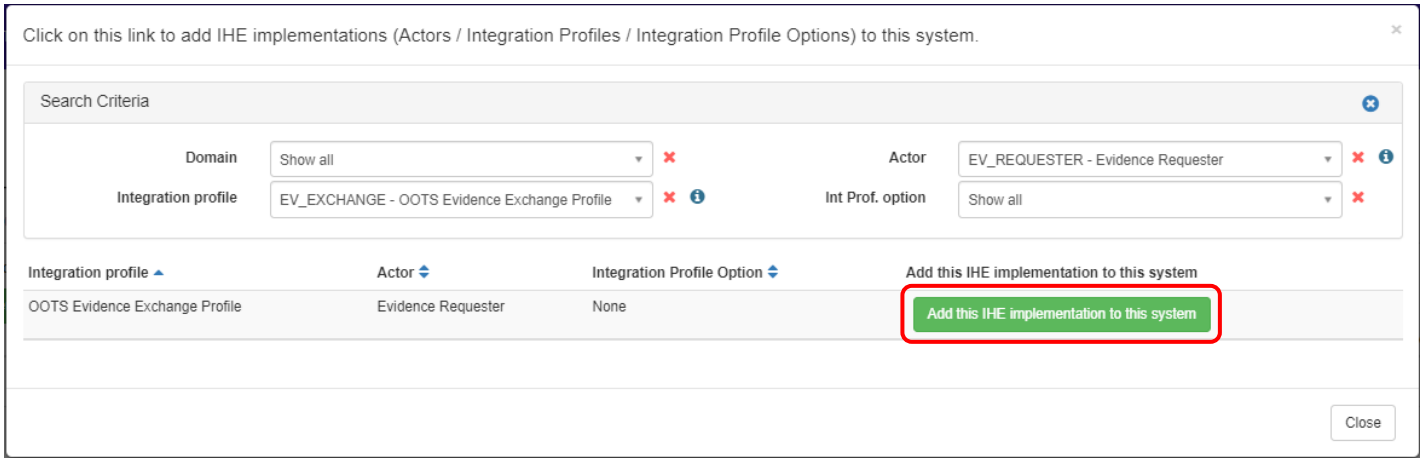


5. A pop-up page is displayed with the list of Profile/Actor available for the test session.
   You can use the search criteria to filter your search.



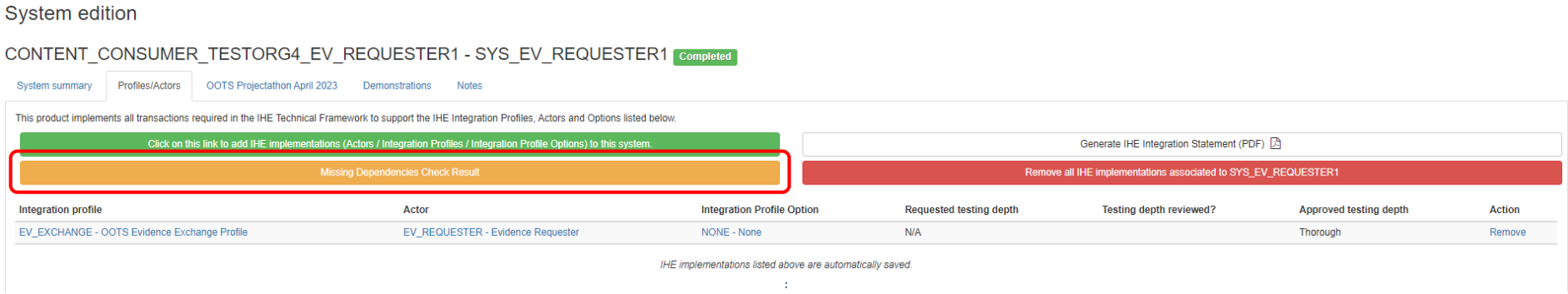
6. Click on the green button to add the relevant Profile/Actor into the system.

   To exit the pop-up, click the **"Close"** button.



7. If the orange button "**Missing Dependencies check results**" appear, it means that one or several of the combinations you have chosen have actor grouping requirements that are not fulfilled by the list of combinations you have selected.

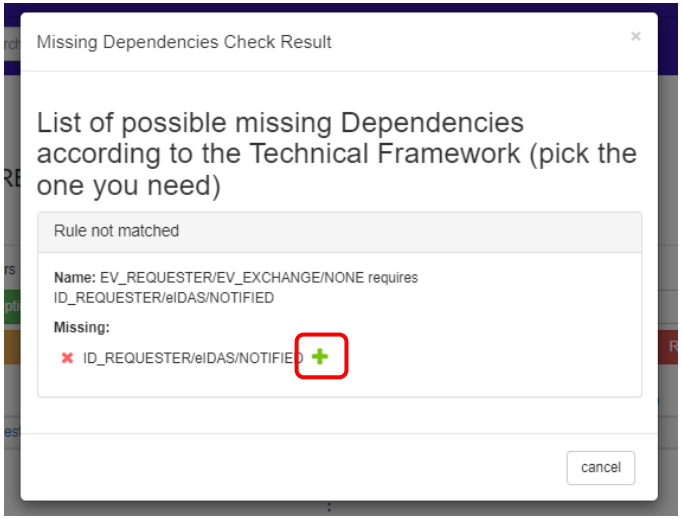
   Click on the orange button.



8. Add the dependence Profile/actor/option by clicking the "**+**" button.

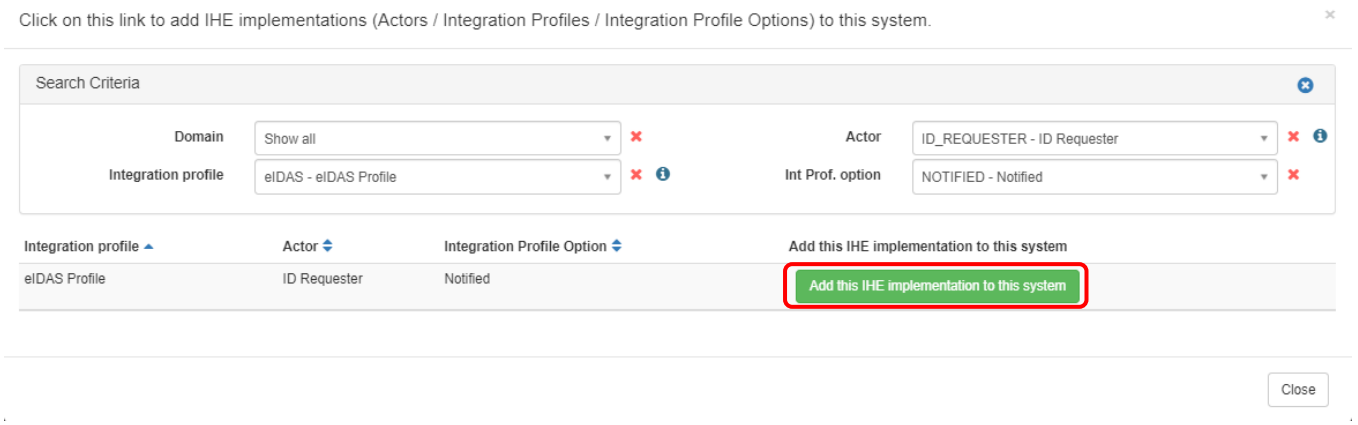
For each rule implemented in the tool, you will see the content of the rule and a list of combinations you shall choose from to complete your registration.

Evaluation from the domain technical project managers takes those actor grouping rules into account. If you do not pass an actor which is required by another, the latter actor cannot obtain a PASS.

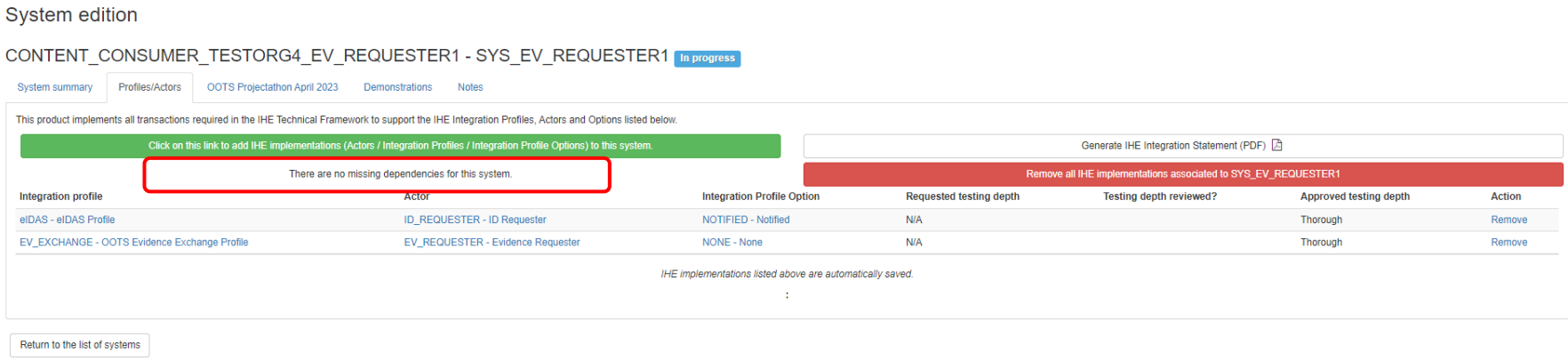


9. A pop-up page is displayed with the selected dependencies profile/actor/option.

   Click on the "**Add this IHE implementation to this system**" button to add the relevant Profile/Actor to the system.



10. Repeat steps 14 and 15 until the orange button disappears.



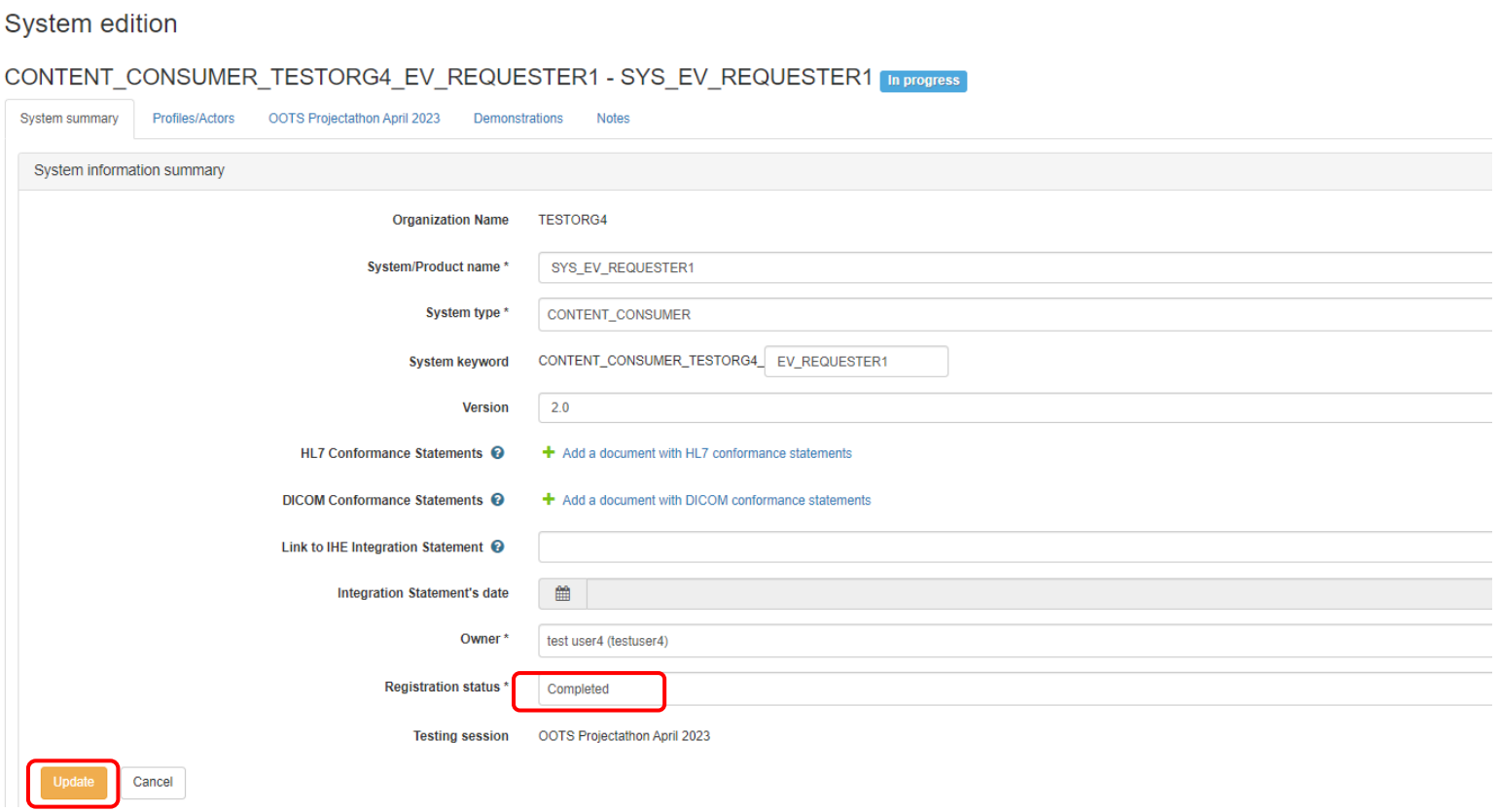
11. Once you have filled up all the information of your SUT.

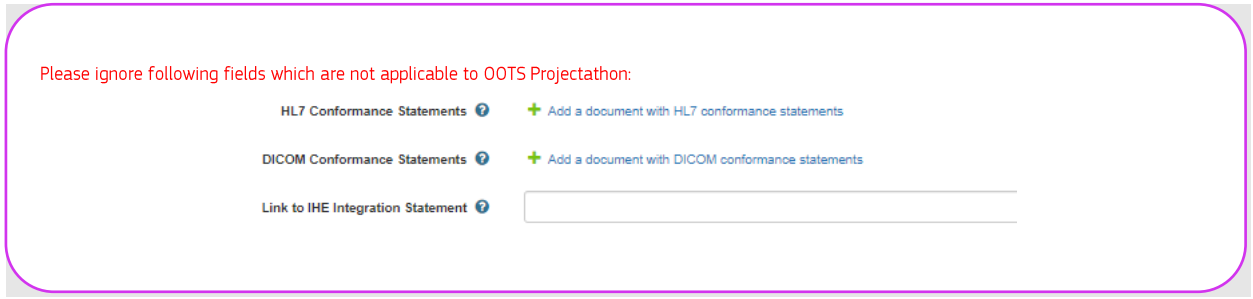
    Go to the **“System summary”** tab and update the **“Registration status”** of your SUT to **“Completed.”**

    And click the **“Update”** button.

Notes

Only the vendor admin has the right to update the "Registration status" of your SUT.



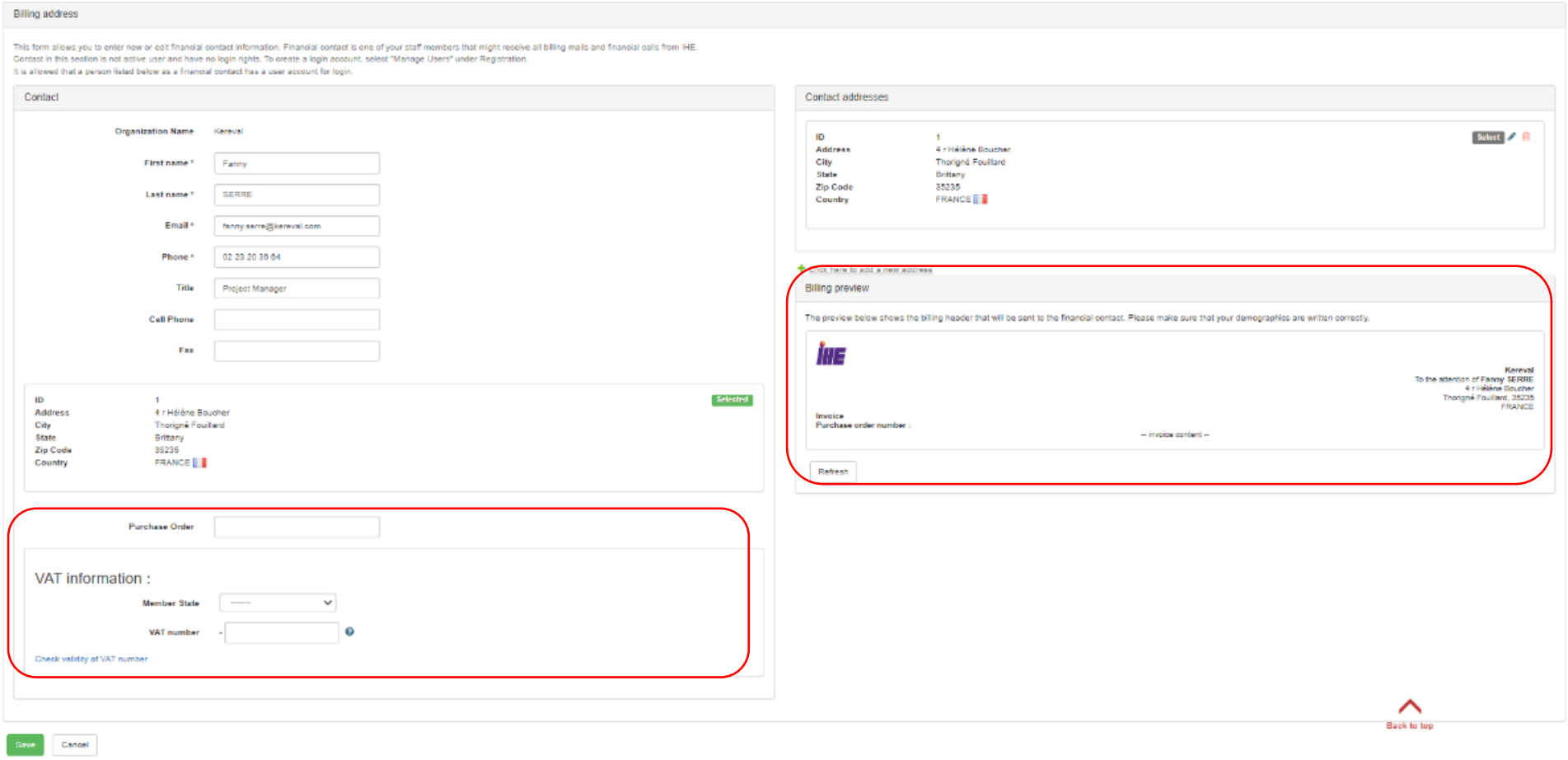


12. Your newly added SUT is in the "**Participating system under tests**" list.

    Once your SUT is accepted by the technical manager, the status of the "**Accepted**" field will be updated to "**Accepted**".

8 VAT and billing information

This is a non-payment event, please ignore the VAT information and billing information section in **Administration -> Organization's information:**



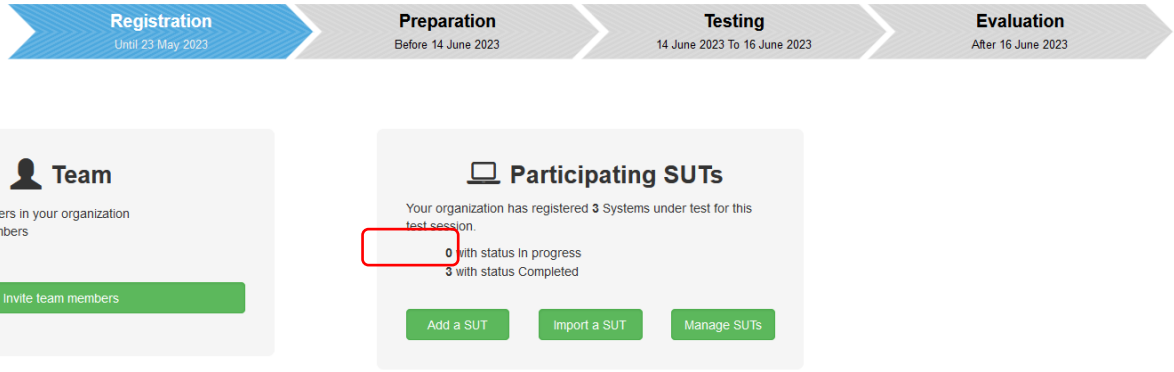
Annex 1b: Gazelle Registration Manual – how to import your SUT

1 Introduction

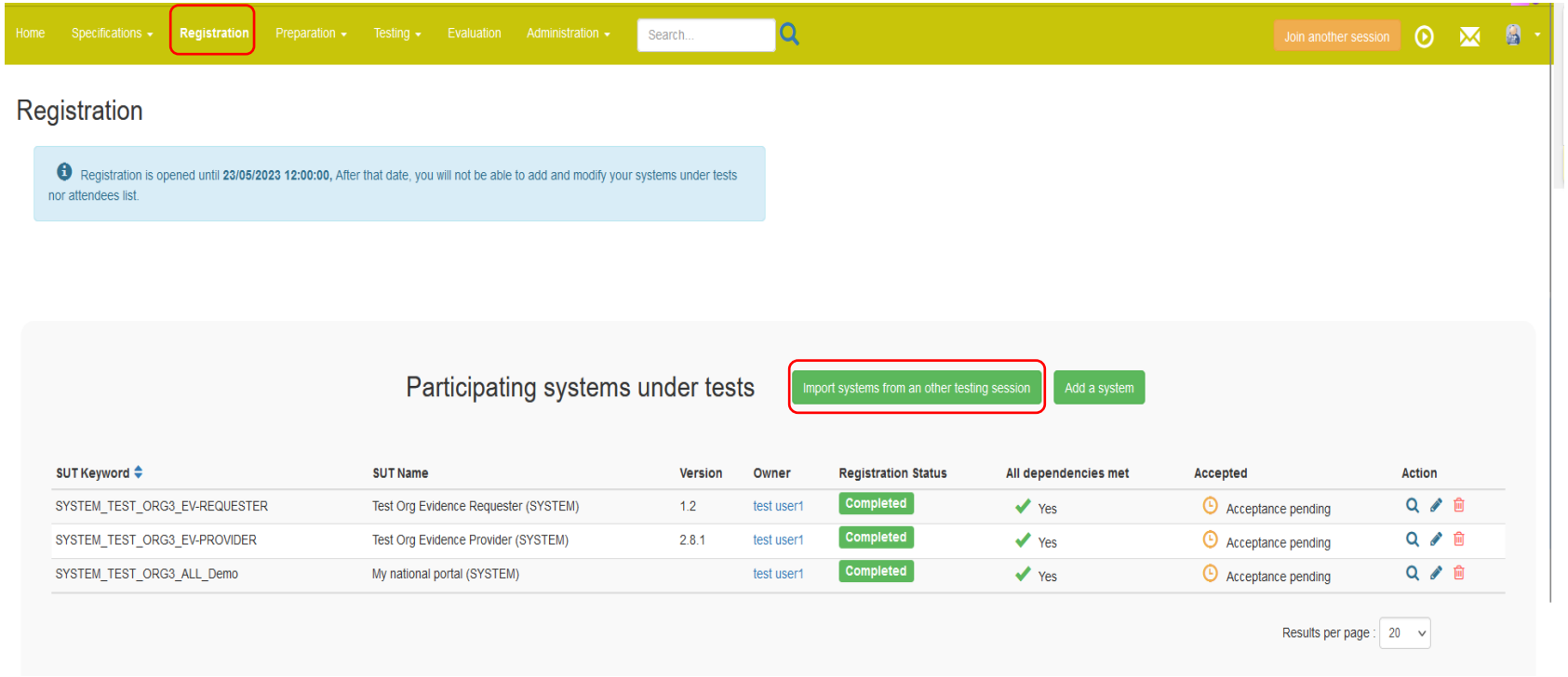
If you have participated or registered for Gazelle in previous testing sessions, you do not need to re-register your organisation and user account. The organization and user account are shared across the testing sessions in Gazelle. It is imperative to ensure that the appropriate test session has been selected before commencing any tasks. You can add a new system or import the system from previous events into the new test session and make the necessary changes to fit your need. Once your system is accepted by the administrator, as in previous events, you must verify and approve the SUT network interface and upload the AS4 certificate and CA certificate (if applicable) to the sample sharing page (see annex 3). Once the above steps are completed, you are ready for the next phase - the preparatory and connectivity test.

2 Import existing SUT to the new test session

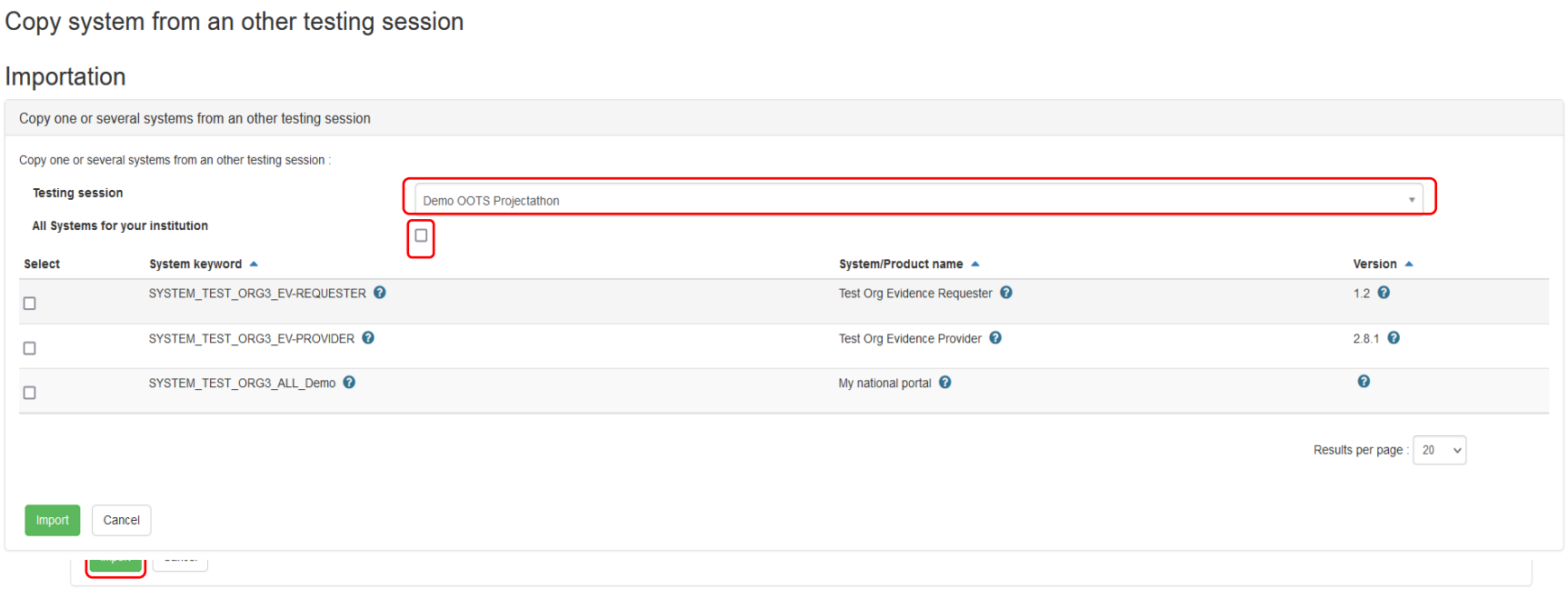
1. Log in to Gazelle.
2. Select the Test Session you would like to join.
3. You can access the import system page:
   a) On the main page, click on the “Import a SUT” button.



b) Go to Menu -> Registration, click on the “Import system from another testing session” button.



4. You can import the SUT from the past testing session or list all the systems of your organization by checking the “All Systems for your institution” checkbox.



5. Select the system you would like to import to the new test session and click on the “Import” button.

6. The selected system is imported successfully into the test session.
   By default, the name of the system is ended with _COPY_number and the Registration Status is “In progress.” You can modify the system accordingly and update the Registration status to “Completed”’ (vendor admin only) when you are ready to submit your system.

Registration

Registration is opened until **23/05/2023 12:00:00,** After that date, you will not be able to add and modify your systems under tests nor attendees list.

Participating systems under tests

Import systems from an other testing session | Add a system

SUT Keyword	SUT Name	Version	Owner	Registration Status	All dependencies met	Accepted	Action
SYSTEM_TEST_ORG3_EV-REQUESTER	Test Org Evidence Requester (SYSTEM)	1.2	test user1	Completed	Yes	Acceptance pending	
SYSTEM_TEST_ORG3_EV-PROVIDER	Test Org Evidence Provider (SYSTEM)	2.8.1	test user1	Completed	Yes	Acceptance pending	
SYSTEM_TEST_ORG3_ALL_Demo	My national portal (SYSTEM)		test user1	Completed	Yes	Acceptance pending	
SYSTEM_TEST_ORG3_ALL_Demo_COPY_0	My national portal_COPY_0 (SYSTEM)		test user1	In progress	Yes	Acceptance pending	

Results per page : 20